



## Timber Hall Events Release and Indemnity

Timber Hall Events is an event facility located at 40 Timber Hall Events Lane, Leicester, NC 28748.

This agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Timber Hall Events, hereinafter referred to as the "Host" and \_\_\_\_\_ hereinafter referred to as the "Client".

Client has requested the Host permission to use and occupy Timber Hall Events on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\*\*In agreement of the use of Timber Hall Events being permitted by the Host on the above stated date, Client does agree to release Host of and from any liability whatsoever for bodily injury or death sustained by Client or any guests or invitees of Client, employees and staff of any hired persons contracted by Client for event and for loss of or damage to any property sustained in connection with such use, and Client does agree to indemnify and hold harmless the Host for any and all claims or causes of actions which might arise from the use of Timber Hall Events on the dates specified herein or otherwise agreed to.

\*\*Clients of scheduled events at Timber Hall Events are required to adhere to the rules established by Timber Hall Events and to inform their guests and all outside providers/vendors to honor them. Client agrees to be responsible for any damage to premises or to personal property located thereupon as a result of use of Client, Clients guests and all outside providers/vendors, normal wear and tear excepted.

\*\*A deposit of \$500.00 is required upon agreement of date of event {Sav-A-Date}. After 15 days the deposit becomes nonrefundable. Remainder of balance due is to be divided in half according to time frame with consideration of event date, final payment is due 30 days prior to event.

\*\*Listed package prices on the [www.timberhallevents.com](http://www.timberhallevents.com) is based on and up to 150 guests. A fee of \$15.00 will be charged for each additional guest.

\*\*A \$500.00 refundable Damage Deposit is required 30 days prior to the event, to be returned at the conclusion of the event and inspection of property by owners has been completed.

\*\* An additional 7% sales tax will be applied to the total.

\*\*A fee of \$50.00 will be charged for a late fee or returned check.

\*\*There will be **NO OPEN FLAMES** within The Hall and its immediate surroundings. Fire in Garden and Grounds is limited to Fire Pit only. An attendant of Timber Hall Events will be responsible for all handling of the Fire Pit while in use.

\*\*Event Insurance is required. Timber Hall staff will assist Client in obtaining the proper special event insurance, or Client can go to [www.theeventhelper.com](http://www.theeventhelper.com) to obtain the policy. Client is responsible to provide a copy of the Special Event Insurance to Timber Hall Events prior to the event.

\*\*Alcohol Policy: Alcohol is permitted and must be served by an insured Bartender. Liquor requires an ABC Permit and a copy of Permit to be provided to the Host. Client is responsible to provide a copy of Bartenders insurance and ABC Permit 30 to Host days prior to the event. At the conclusion of the Bartender's contracted time, Bartender will take an inventory (sign off required by Venue or Client)of all remaining alcohol and remove it from the bar area and store in the kitchen. At this time no alcohol may be served for the duration of the event.

\*\*Children **MUST** be supervised at all times. We strongly suggest hiring an outside caregiver to attend to children by planning games, supervising around the fire pit and assisting them with food and beverage.

\*\*Pets may be permitted at an event upon prearranged permission of Host. All pets must remain leashed.

\*\*24 Hours (2 Days) access for the scheduled event is allowed upon signed booking(Oak Package Only).

\*\*Outside catering is allowed. Final arrangements for access and usage of Timber Hall equipment is to be made two weeks prior to the scheduled event.

\*\*No smoking is permitted within The Hall or decks. Receptacles for cigarette/cigar butts will be located on the grounds for proper disposal. A damage deposit may be applied if butts are found outside receptacles.

\*\*Outside Music/lights/sound is permissible. Final arrangements for access and usage of Timber Hall equipment is to be made two weeks prior to the scheduled event.

\*\*Host will be onsite during the access period to assist in set-up/tear down of décor items provided by Timber Hall Events. Host is not responsible to set-up/tear down of any outside vendor or Client equipment or décor but will be available for any assistance needed. An inventory sheet shall be required for all decoration items brought in by client and an additional inventory sheet of all items taken from Timber Hall's Decoration Room. At the conclusion of the event Host and Client will check off items to be sure all items are returned.

\*\* (Oak Package Only) Wedding Rehearsal time is provided within the 24-hour (2 day) access agreement. As a courtesy to our Client we allow usage of pavilion area and tables only for picnicking as part of rehearsal if you so choose. Outside catering vendors are allowed for this extra courtesy provided. Clean-up and bagging of all garbage and food is the responsibility of Client.

\*\*Timber Hall Events reserves the right to use all photos taken during the event for promotional purposes. This is to include the Client, guests, and vendors who attend an event.

### Cancellation Agreement

\*\*\*Host guarantees Client that scheduled events in which the required deposit and/or any other payments have been made towards the event, said event cannot/will not be canceled by Host for any reason with the exception of Host and/or venue tragedy such as death, destruction, in the event of inclement weather or any other Act of God to include any random anomalies ie. {Covid19} that causes Timber Hall Events to be unsuitable for use, Client agrees if such a tragedy should occur Host cannot be held accountable for cancelation of event and 100% of amount paid may be applied to a rescheduled event date. If Client chooses not to reschedule, no refund will be provided.

\*\*\*Should Client decide at any time to cancel a booked event all monies, deposits and payments will not be refunded. Client is responsible for complete payment due to the Host for said event within 30 days of cancellation. Noncompliance may result in legal action taken by Host.

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Client Name: Please Print

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Timber Hall Representative: Print Name

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Client Signature

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Timber Hall Representative: Signature

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Date

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Date