



## Timber Hall Events Day Rental

Policy/Agreement

45 Timber Hall Events Lane, Leicester, NC 28748

timberhallevents@gmail.com

(828) 777-5089

Timber Hall Events is an event facility located at 45 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".

\*\*Event description \_\_\_\_\_ attendance \_\_\_\_\_.

\*\*\$8.00 Per Guest

\*\*A reservation of the total cost must be paid by **check or cash** at the time of signing the contract {Total Balance Due} The reservation payment is **NON REFUNDABLE** after 3 business days. All our designated site reservations are available from 10:00am to 8:00pm (rental for a total of 10 hours). If your group is still on grounds after the agreed upon rental period, your group will be subject to a **\$50** fee for each additional hour.

\*\*Days Available Monday-Wednesday, Sundays if available

\* **\$200.00 refundable damage security deposit is required on the date of the event.** Damage deposit will be refunded within 2 days after the event if Timber Hall Events has not incurred property or equipment damage. Should damage or missing items be determined, the repair costs will be deducted from this deposit and the remaining balance refunded. If the cost to repair is greater than the security damage deposit, the client shall be responsible for the remaining balance. Any damages to furniture, fixtures, walls, floors, ceilings, doors, mirrors, tabletops or other property of Timber Hall shall be the sole-responsibility of the client.

\*\***Event Insurance-** Special Event Insurance is required. Timber Hall staff will assist clients in obtaining the proper special event insurance. 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 our in house Bartender. Liquor requires an ABC Permit and a copy of Permit is to be provided to Timber Hall Events prior to the event. At the conclusion of the Bartender's contracted time, Bartender will take an inventory, sign off required by Timber Hall Events (Host) 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.

\*\*To protect the property at Timber Hall, we reserve the right to ask the client and/or their guests to vacate the premises immediately should the conduct of the client and/or guests threaten the property or violate Timber Hall Events rules.

**\*\*Kitchen Use** - Kitchen is not available for use by Clients for the purpose of cooking food. No fryers, hot plates or any portable cooking equipment may be used. The client has access to the kitchen's sink(s), refrigerator, freezer, microwave, and countertops. The client and their guests will be restricted to the designated area(s) of the facility that have been reserved for your function. Restrooms will be made available during your function.

**\*\*Parking** will be allowed in designated areas only. No parking in grass. Timber Hall Events assumes no responsibility or liability for damage to vehicles or loss of personal property. \* **\$50 parking attendant fee for events having over 50 guests**

**\*\*Driving on grounds is prohibited.** Parking is allowed only in designated areas. These areas provide ample space for your group's parking needs. At NO time will ANY vehicles be allowed on grounds for parking with the exception to unload.

**\*\*Smoking NO SMOKING IN MAIN RECEPTION HALL.** Should smoking occur within the Reception Hall, a minimum charge will be **\$75.00**. Smoking is permitted in grass areas only at least 15 feet away from Main Reception Hall. Clean up of cigarette/cigar butts will be deducted from security/damage deposit at a charge of **\$25.00**.

**\*\*Items not belonging to Timber Hall Events must be removed the same day as the scheduled event.** Timber Hall Events is not responsible for loss or damage to personal property belonging to the client, or their guests.

**\*\*At no time may Timber Hall's inventory may be used for the event without permission from Timber Hall representatives (Hosts).**

**\*\*The possession and/or use of alcoholic beverages without the required special use permit is strictly prohibited.** The use and/or possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, crossbows, swords, and pellet guns is strictly prohibited. Any violation will result in the group being required to vacate the premises without refund of the use fee.

**\*\*Groups are expected to provide their own setup and to leave Timber Hall and surrounding property free of litter and debris.** Additional cleanup of the area required will be billed to the user at a rate of **\$25/hour** plus costs related to damage or vandalism.

**\*\*Any medical emergencies that may occur during the event, guests will be responsible for providing for their own medical personnel, first aid, first aid supplies and emergency transportation.** Timber Hall Events and all its officers representing Timber Hall Events will not be held responsible/liable. The client agrees to hold Timber Hall Events, harmless from any claim, damages, injury or loss to the client's and their guests.

**\*\*Pets are not allowed on our grounds.** The only exceptions to this policy are service dogs.

**\*\*Permission from Timber Hall Events is required prior to placing any signs, banners, or helium balloons anywhere on Timber Hall Events Property(ies).**

**\*\* Open flames in/on Timber Hall Events to include all surrounding property are not permitted, including fire pits, candles, luminaries, lanterns and tiki torches.**

By signing this contract, this gives Timber Hall Events the right to use any images of events at Timber Hall in our advertising media

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Client Name: Please Print

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Client Signature

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Date

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Timber Hall Representative: Print Name

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Timber Hall Representative: Signature

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Date