

## Timber Hall Events Release and Indemnity

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".

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 7 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. All clients are required to book in person, signing after the contract has been reviewed and agreed upon by both Host and client.

\*\*Listed package prices are (1-50) ( 51-100) (101-135) with a maximum of 150 guests. If there is an overage of guests according to package contractual/signed clients choice, there will be an added fee of \$45.00 per guest according to original package choice or client may choose to upgrade to the next package. There are no down grades once a contract is signed.

\*\*A \$500.00 refundable Damage Deposit is required 30 days prior to the event, to be returned within 3 days after 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 surrounding property.

\*\*Event Insurance is required. Timber Hall Events 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 30 days prior to the event. **If beer, wine and/or alcohol is to be served “Host Liquor Liability” must be checked on insurance policy**

\*\*Alcohol Policy: **Alcohol is permitted and must be served by our in-house bartender, no exceptions.** Bartending services are not included in package prices; the client is responsible for any and all arrangements with the Bartender. Liquor requires an ABC Permit and a copy of Permit is to be provided to the Host 30 days prior to the event. At the conclusion of the Bartender’s contracted time, Bartender will take an inventory (sign off required by 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.

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

\*\*Pets may be permitted at an event upon prearranged permission of Host. All pets must remain leashed. No pets can be tied up or left unattended.

\*\*Outside catering is allowed. Final arrangements for access and usage of Timber Hall equipment is to be made one (1) month prior to the scheduled event. Food for Buffet, Cocktail Appetizers and Desserts may be pre-prepared and delivered to Timber Hall Events by family/friends. **At no time are family members/friends allowed to prepare, set-up or serve any food.** Timber Hall Events will be available for these duties at an additional charge to be discussed at signing.

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

\*\*Outside DJ’s, Bands, 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. Dj’s/Bands will be required to lower sound at 9:00pm in consideration to our surrounding community.

\*\*Host will be onsite to assist in set-up/tear down of decor items provided by Timber Hall Events. Host is not responsible to set-up/tear down of any outside vendor or Client equipment or decor 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.

\*\*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 cancellation of event and 100% of amount paid may be applied to a rescheduled event date. If Client chooses not to reschedule or there is no availability suitable, 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.

\_\_\_\_\_  
Client Name: Please Print

\_\_\_\_\_  
Timber Hall Representative

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Timber Hall Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Package Choice \_\_\_\_\_