



Timber Hall Events Release and Indemnity

Please initial each Paragraph, in acknowledgement of understanding.

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. _____

****It is highly recommended to all couples signing this contract to consider purchasing Wedding Insurance.**

**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. Maximum allowed additions are 15 guests. 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.** _____

**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 and Timber Hall Events listed as Certificate Holder.** _____

****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. **Any person found to be hiding or concealing any alcoholic beverages, alcohol will be confiscated and held in the kitchen or bar (if an insurance policy is in place) or may be asked to leave premises. Clients will be held accountable for any violation of this policy.** _____

****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.** _____

****Timber Hall Events includes within their packages the use of available decor, plates, flatware, glassware, serviceware, linens, tables and chairs. Any loss, breakage or damages that may occur to said items will be the responsibility of the client for replacement or compensation if said cost exceeds the required \$500.00 damage deposit.** _____

****Upon arrival on the day of the wedding, Timber Hall Coordinator will pre-set tables with chair covers, table cloths, runners and chargers according to pre-arranged decor decisions by the couple. Centerpieces, additional Hall decor, Porch and Patio decor and Ceremony Site decor will be the responsibility of the couple. Timber Hall is available to complete all decor applications for an additional fee to be determined during the planning process.**_____

****Glass objects to include: Vases, Bottles, Mirrors, glasses, goblets, plates, etc, may not be permitted outside of the Hall.** _____

****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. Any missing/broken items belonging to Timber Hall Events will be the responsibility of the client to replace or pay for the total cost of reimbursement.**_____

**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. _____

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Cancellation of Event

Timber Hall Events (Host), reserves the right to cancel an Event due to circumstances beyond Host's control or not reasonably anticipated by Host, including but not limited to (i) Acts of God, (ii) natural disaster, (iii) acts of war, (iv) governmental emergency, (v) imposition of martial law, (vi) labor strike or unrest, (vii) civil disturbance, (viii) civil unrest, (ix) health, epidemic or health advisory issued by the United States or other governmental authority, or (x) other emergency making it illegal or impossible for Host to host the event. _____

Timber Hall Events (Host) reserves the right to cancel an Event due to the following extenuating and unforeseen circumstances which include, but are not limited to (i) the inability of Timber Hall Events to host event such as death, destruction or damage of property/venue, inclement weather, or any other random anomaly. (2) Failure to make scheduled payments. _____

Host guarantees Client that scheduled events in which the required deposit and/or any other payments made towards the Event said Event cannot/will not be canceled by Host for any reason except for the above-stated circumstances. Client agrees if such above-stated circumstances should occur Host cannot be held accountable for cancellation of Event and 100% of the amount paid may be applied to a rescheduled event date. _____

Client understands that should any of the above-stated circumstances occur and Client chooses to reschedule Event, Client has the option to choose the next available Event date within the same calendar year identified as May through November. Should Client choose to reschedule an Event for the following calendar year identified as May through November, Client understands that the Event will be rescheduled for an available Sunday, or any weekday **excluding Fridays and Saturdays**. If Client chooses not to reschedule during the same calendar year or the following calendar year, 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

Client Signature

Timber Hall Representative Signature

Date

Date

Email

Phone Number

Package Choice