



Villa Paula Event Venue Rules and Guidelines

Reservation and Payment:

- Events must be reserved in advance.
- A deposit is required to secure the reservation, with the remaining balance due [X] days before the event.

Cancellation Policy:

1. Notification Period:

- Clients must provide written notice of cancellation.
- Cancellations made more than [X] days prior to the event date incur no cancellation fee.

2. Cancellation Fee:

- Cancellations made within [X] days of the event date will be subject to a cancellation fee of [Specify Percentage] % of the total agreed-upon price.

3. Deposit Refund:

- Deposits are non-refundable after acceptance of proposal, and will be credited to the balance.

4. Force Majeure:

- In cases of force majeure events (natural disasters, pandemics, etc.), either party may be released from its obligations under this agreement without penalty.

5. Rescheduling:

- Clients may request to reschedule the event to an available date within [X] months, subject to venue availability and agreement on any potential price adjustments.

Access Times:

- Set-up, event duration, and breakdown times are strictly enforced.

Capacity Limits:

- The maximum capacity for events is 200.

Noise Levels:

- Comply with local regulations regarding noise levels.

Vendor Arrangements:

- Vendors must adhere to load-in/load-out times.
- Insurance requirements for vendors must be met.

Security Deposit:

- A refundable security deposit is required and will be returned according to specified conditions.

Clean-Up:

- Clients are responsible for event clean-up. Additional cleaning fees may apply.

Insurance:

- Clients must provide a Certificate of Insurance (COI) covering liability.

Alcohol Policy:

- [Specify Alcohol Policy, e.g., compliance with local licensing laws, restrictions on types of alcohol allowed]

Smoking Policy:

- ??????

Decorations:

- Decorations must comply with fire safety regulations.
- No decorations that could cause damage to the venue.

Damages:

- Clients are responsible for any damages to the venue or its property.

Force Majeure:

- Include a force majeure clause addressing unforeseen circumstances affecting the event.

Governing Law:

- This agreement is governed by the laws of the state in which Villa Paula is located.

Indemnification:

- Clients agree to hold Villa Paula harmless for any claims or liabilities arising from the event.

Pets:

- ???????

Photography/Videography:

- ???????

Acknowledgment and Agreement:

Villa Paula (Party A):

Signature: _____ Date: _____

Client (Party B):

Signature: _____ Date: _____

We appreciate your adherence to these rules and guidelines for your event at Villa Paula. If you have any questions or require further clarification, please contact us.

Best Regards,