



Riverside

RENTAL TERMS, CONDITIONS, & REQUIREMENTS

ITEM I

GENERAL POLICIES

- A. Either the Owner or the Rental Manager of Riverside must approve the use of the facilities available for rent. They may refuse rental if, in their judgment, the scheduled event would be disruptive to business or detrimental to the public's health, safety or welfare. They may also refuse rental if the scheduled event does not comply with the rules, policies, or regulations adopted by Riverside for use of the facilities.
- B. All caterers must have a City of Huntsville Privilege License (schedule 74) and a health permit. A copy of these documents must be provided to a Riverside staff member at least one month prior to the event.
- C. An adult must be present for every ten young people under the age of 18 attending any scheduled event.
- D. Riverside assumes no liability for any damage to any vehicle or its contents while on Riverside's property. All vehicles must be parked within the designated parking area. Parking is not permitted on sidewalks, gravel pathways, grassy areas, grounds, or any other non-road areas. The parking lot will hold 100 cars.
- E. Smoking is not permitted inside building or inside the gated area under any circumstance.
- F. The Renter, its officers, agents, guests, employees, or persons admitted to the premises by the Renter shall not injure, mar, nor in any way deface Riverside premises or any equipment contained therein and shall not attach by any means anything to any part of the building or equipment contained therein, and will not make or allow to be made, any alterations of any kind to the buildings or equipment contained therein. The Renter agrees that if premises are damaged by an act, default, or negligence of the Renter or its officers, agents, guests, or employees, then Renter agrees to pay to Riverside upon demand, such sum as shall be necessary to restore said premises to their original condition. Any costs incurred by Riverside in collecting damage costs are to be paid by the Renter.

G. Interior areas will have the heat or air-conditioner pre-set to government standard heating and/or cooling degrees.

H. Send Off Items: Rice, confetti (including biodegradable) and artificial or real flower petals are prohibited. Flower girls may use real rose petals at the ceremony site only. If these guidelines are not honored during the Renter's event, it will result in deduction from the damage deposit.

I. Decorations: The uses of any adhesive substances are prohibited (i.e., command hooks, sticky tack, tape). Loose glitter and confetti is strictly prohibited. Candles MUST have protective drip devices to prevent dripping onto any surface. If these guidelines are not honored during the Renter's event, it will result in deduction from the damage deposit.

J. Paint of any kind (i.e. paint pens, spray paint, acrylic paint) are strictly prohibited in the building or anywhere on the property.

K. The main gate to the site will close one (1) hour after the scheduled after-hours event if there is a no-show.

ITEM II

SCHEDULING:

A. If an outdoor event is scheduled, the Renter must make prior arrangements to use indoor space in the case of inclement weather. If no prior arrangements are made with the Rental Manager, indoor space may not be available. If indoor space is available, notification (during normal business hours) is required to set up a scheduled event that is being moved inside. The Renter will be charged for use of the indoor space according to the fee schedule. An additional fee may be incurred for extensive set-up requirements.

B. Events must end by 11 p.m. and everyone must depart the premise by midnight. Any rental that exceeds midnight will be charged \$100 for each additional hour and a staff fee of \$25 per hour. Additional fees will be charged or deducted from the deposit.

ITEM III

CONTRACT & FEES:

A. DEPOSITS: Deposits are required to book and hold a rental reservation date. A refund check of the deposit amount will be made out to the Renter within two weeks after the event, provided

B. RENTALS: All contracts must be signed within seven (7) days of booking an event by the Renter and in possession of Riverside. The security deposit of \$500.00 and ½ of the rental fee is due at contract signing.

C. CANCELLATIONS: The Renter may cancel up to nine months prior to the scheduled rental date, either by phone or in writing, to receive a full refund of all rental fees and deposits. If a cancellation is made less than nine (9) months before the date, or in the event of a no-show, Renter will forfeit all rental fees and deposits.

D. INCLUDED: A wedding rental includes a one-hour rehearsal prior to the scheduled event during normal operating hours, as long as there is not another event going on. Any after-hours rehearsal will be charged a staff fee of \$25.00 per hour. All rehearsals must be scheduled in advance with the Rental Manager.

ITEM IV

SET-UPS, DELIVERIES, AND DECORATIONS

General Policies:

A. The Renter is responsible for arranging deliveries and set-ups with caterers, florists, rental companies, etc. The Rental Manager is available for questions over the phone, email, or by appointment.

B. Renter shall not begin set-up or bring equipment or supplies onto the premises prior to the scheduled set-up time. Likewise, Renter must vacate the premises at the scheduled time. Events must end by 11 p.m. and everyone must depart the premise by midnight. Any rental that exceeds midnight will be charged \$100 for each additional hour and a staff fee of \$25 per hour. Additional fees will be charged or deducted from the deposit.

C. No vehicles are permitted on the sidewalks, grassy areas, grounds, or any non-road areas under any circumstances.

D. Security of the Renter's property is the Renter's responsibility. Once the Renter has taken possession of the interior rental space, it cannot be locked until the contract period is over. Any property left unattended will not be protected by Riverside staff. Riverside is not responsible for any rental items left on the premises.

E. All arrangements for delivery and pick-up of rental items are to be made by the Renter, for the scheduled event date and approved by the Riverside Rental Manager before the day of the event.

F. Table and chair set-ups must be provided to the Rental Manager at least two weeks prior to event. Only designated tables and chairs may be used outside

G. Decorations may not be installed until agreed time, on day of event. NO sticky tapes or similar items are allowed on any surface. No additional nails and/or hooks may be added to any building/any area. The Renter may approve any questionable devices through the Rental Manager.

H. All decorations must be removed at the end of an event, regardless of time of day and disposed of in the proper trash area.

I. No tape or sticky putties of any kind may be used on the railings or columns. Only ribbon, zip ties, or fishing line may be used to attach decorations to columns and railings.

J. Candles **MUST** have protective drip devices to prevent dripping onto any surface.

K. For interior decorating, all plants and flower arrangements must be bug-free. Please verify all containers are watertight and leak proof.

L. Absolutely nothing should be moved from the building (paintings, furniture, cords, etc.).

M. Deliveries must use designated delivery entrance. Decorations may not be attached (taped, nailed, wired, glued or pinned) to the walls, floors, chandeliers or ceilings. Tables and chairs are to remain inside the building unless specified by rental manager.

N. Only air filled balloons (no helium) are permitted, provided that they are secured and weighted. Balloons should be approved by the Rental Manager and should be removed immediately following the event. They shall not be released before, during, or after the event.

ITEM V

FOOD SERVICE

A. The Rental Manager must approve all caterers and must be provided with specified caterer credentials. B. No fires or grills are permitted anywhere on the grounds.

ITEM VI

CLEAN-UP & REMOVAL

A. Clean-up must be completed prior to the scheduled vacate time agreed upon before event. All arrangements for clean up must be made by Renter.

B. The Renter and caterer will be responsible for the removal of all food, beverages, containers, flowers, and rental equipment at the completion of the scheduled event. The Renter and caterer are also responsible for surface clean up at the conclusion of the scheduled event. All garbage (e.g. utensils, plates, glasses, discarded food, etc.) must be sealed in the provided garbage bags and disposed of in the proper trash area.

C. All facilities used by the Renter must be clean upon departure, or deposit is forfeited.

D. Renter must return all Riverside property, used by the Renter, to its original location by the scheduled closing time. This includes cords, microphones, extra tables, chairs, etc.

E. A representative of Riverside will conduct a room inspection following the event. If damage is found, the deposit is forfeited. Any additional charges will be billed to the Renter at replacement cost and are due within thirty (30) days of billing.

F. ONLY when prior arrangements have been made with the Rental Manager, may rental equipment be picked up the morning following the scheduled event.

ITEM VII

SECURITY

A. Riverside staff must be present during all events. Staff will review all areas after the event to insure the rental space and grounds are left in the same condition as prior to the event. Staff will look for water damage, wall or floor damage, garbage removal, and general cleanliness and stains on furniture or floors.

ITEM VIII

FORCE MAJEURE

Should any fire or other casualty, earthquake, flood, epidemic, landslide, enemy act, war, riot, civil commotion, strike, slowdown, boycott or labor dispute or other similar event beyond the reasonable control of either party (any of the foregoing hereinafter referred to as "Force Majeure") prevent performance of this Agreement in accordance with its provisions, performance of this Agreement by either party shall be suspended or excused to the extent commensurate with such interfering occurrence. Force Majeure shall not excuse the payment of any sum of money owing hereunder prior to the occurrence of such Force Majeure. Illness of the Renter, Renter's guests or a Riverside staff member shall not be considered a Force Majeure for purposes of this Agreement. However, death of Renter prior to the event shall qualify as a Force Majeure.

ITEM IX

JURISDICTION

This Agreement shall be construed under the laws of the State of Alabama. Any action brought by either party with respect to any dispute or controversy arising under or in connection with this Agreement, shall be filed only in the Circuit Court of Morgan County, Alabama or the United States District Court for the Northern District of Alabama.

By signing this Rental Terms, Conditions & Requirements Renter(s) certify that he/she has read, understood and agrees to comply with all terms and conditions of this agreement and that he/she has received the following: Riverside Event Venue Rental Terms, Conditions & Requirements Renter's

Signature _____ Date _____

Rental Manager _____ Date _____