



### How do we book our date?

An initial payment of 30% is due at the time to book your event with future scheduled payments set. These future payments can be made securely in your Customer Portal, where all of the details for your event are stored. Any optional items added (like linens or enhancements) will be added to your final balance due.

### What if we have to cancel?

2Gather has a no refund policy. If you reschedule or cancel, immediately upon written notification of the cancellation, the Event Date will be released.

If an **alternate Event Date is requested, and is at least nine (9)** months prior to the original Event Date, the alternate Event Date will be subject to any additional price differential (and in



Lexie Cornett Photography

no case less than the original Total Price). The Client will agree to authorize a new Agreement for the alternate Event Date.

If an **alternate Event Date is requested less than nine (9)** months prior to the original Event Date, 2Gather (at its sole discretion) may provide an alternate Event Date. The Client agrees to any price differential from the original Event Date, plus an Administration

Service Fee equal to 20% of any payments paid prior to the request for an alternate Event Date. The Client will agree to authorize a new Agreement for the alternate Event Date.

Upon notification that the Client wishes to **cancel the Event Date**, and the request is made at least nine (9) months prior to the Event Date, 2Gather will immediately make reasonable efforts to resell the Event Date and notify the Client if successful. Any payment collected from a New Client, up to and including the full amount of the Total Paid, will be paid to Client (less a 20% Administrative Service Fee) within seven (7) days of new Client's total payments received in full.



### What about event liability insurance?

Special event insurance, sometimes called "wedding insurance" or a "day of policy" can help protect your investment in a private event, such as a wedding or reception. Event Insurance is required for all 2Gather Events.

Special event liability coverage may also help protect you if you're found legally responsible for damage to the venue or an injury to someone at the event. If one of your guests damages a wall at the banquet hall, or if your photographer trips and sprains his ankle trying to get a shot you requested, the resulting repairs or medical bills would likely be covered. The liability coverage is usually limited to a 24- to 48-hour period that ends when the event is over. Coverage limits may vary by policy, so be sure to read yours so that you know how much your insurance covers.

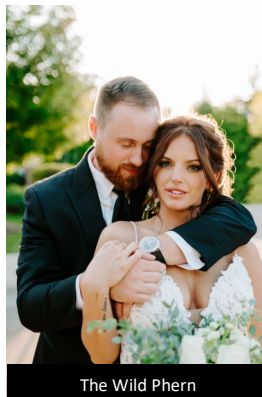


My Touch Productions

### Why do my vendors need a Certificate of Insurance, also known as a liability policy?

If you rent a venue and want to bring in outside vendors, it's normal for the venue to require proof of insurance from those vendors. This is so that the venue and the vendor are covered in the event that damage is caused to either the property or an individual. 2Gather requires catering companies, alcohol service and other providers to provide a Certificate of Insurance.

It is not your responsibility to secure insurance for your vendors. The venue and vendors will coordinate the arrangements and get together the proper paperwork. You will need to ask and make sure your vendor candidates have the proper licensing and insurance.



The Wild Phern



Ellie Frances Photography

### Can we serve our own alcohol?

No. A professional Alcohol Service Provider must be hired for all events serving alcohol at all 2Gather functions and must be licensed and insured. A recommended minimum of 1 bartender per 50-75 guests during the full duration of the event is required to assist in cleaning, clearing, bussing and servicing the event.

### We don't really know any vendors ...

2Gather has a full list of Rockstar vendors for your convenience. Many have served clients at 2Gather and are highly recommended. You are responsible for booking vendors that fit your needs. Such vendors include but are not limited to Caterers, Servers, Bartenders, Florists, Decorations, Centerpieces, Linens, DJ or Band, Photographers and Videographers.



Kristina's Catering

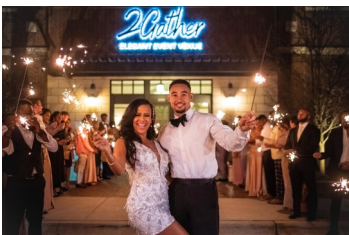


Stephanie Parshall Photography

### Can we cook and provide our own food at the venue?

2Gather provides a catering prep kitchen, however it does not come equipped with a stove, oven or heating elements. It has handwashing stations, refrigerators and ice for your use. The prep space is ideal for preparing cold items and placing warm items to be placed in chaffing dishes. This is a prep area, not a full kitchen. All food must be kept hot or cold by your caterer, from truck to table.

If you choose a "drop off" caterer, you will need to provide service staff (recommended minimum is one service staff per 30-50 guests) for setting up, servicing, clearing, bussing and cleaning for the duration of the event.



Mike Staff Productions



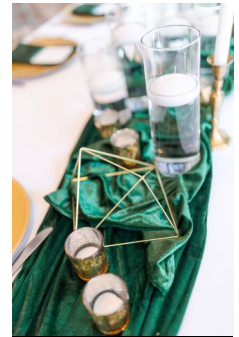
Brittany Emerson Photography

### Are linens included?

High quality tablecloths and napkins are available through 2Gather. Pricing is based on guest count, final floor plan and linen selection. Includes coordination of ordering, delivery, setup, custom napkin folds, breakdown and return.



Sample Building Layout



Killer Creations

### Can we use candles?

Real candles may be used but must be contained in a glass container, with flame no higher than the tops of the container.

### What about pets?

Well-behaved pets are allowed in the venue with advance written approval.

### Do you have prohibited activities?

A full list of prohibited activities is available, and is part of your signed agreement.

### What about set up and clean up?

The 2Gather Team will have the building set up for you prior to your arrival to include tables, chairs and linens (if we source them for you). You are guaranteed time to setup (décor, centerpieces) within your booked time block.

Depending on the booked-event schedule, you may be able to do early setup.

After your event the venue and grounds must be free of debris and decorations, including any rentals by the end of your time block.

2Gather will break down the tables and chairs and the building will be professionally cleaned.

*2Gather*  
Elegant Event Venue