**WILLOW HAVEN EVENT CENTER – BUILDING/GROUNDS POLICIES**

1. Use of the Property: During the term of the contract, Renter shall have exclusive use of the areas contracted for.

2. Tent Structures: Renters shall be permitted to erect tent structures on the property, provided approval is obtained not less than thirty (30) days prior to the event.

3. Parking: Parking for vehicles shall be limited as follows:

a. For events in the Lakeview Pavilion and Pergola, parking for guests will be in the field beside the “play area” (signage will be provided).

b. For events in the Homestead Barn & Woodside Pergola, parking for guests will be in the parking lot at the top of the drive with additional parking as needed in the lower field beside the entrance (signage will be provided). Special parking for the bridal party beside the main barn will be included (signage will be provided).

4. Catering: The Caterer is expected to ensure proper hygiene at all times, to include, but in no way be limited to the sanitizing of all food surfaces before they come into contact with food products. Food shall remain covered at all times prior to serving and the Caterer shall provide at least two service persons to ensure proper temperature and food supply at all times. Willow Haven Event Center will provide service persons as needed at no cost.

5. Alcohol Consumption: While alcoholic beverages may be brought to and served on premises, Renter acknowledges responsibility for the proper and lawful consumption of the same.

6. Bartending: If alcohol is to be served on premises, Willow Haven Event Center shall provide one bartender at Willow Haven Event Center’s expense to serve any combination of 12 alcoholic beverages. Additional bartenders are $150 per event and will be used at Willow Haven Event Center’s discretion based on the types or above 12 alcoholic beverages being served.

7. Security: If alcohol is to be served on premises, Willow Haven Event Center shall provide a security guard at Willow Haven Event Center’s discretion and expense.

8. Timing: Unless otherwise agreed in writing, all events must end no later than 12:00am (midnight) with music ending no later than 11:00pm.

9. Clean-Up: The staff of Willow Haven is responsible for all trash removal during and after the event and clean-up following the conclusion of the parties’ event. Excessive cleanup will incur a minimum cleanup fee of $250. Examples of excessive cleanup include, but are not limited to: vomit in ANY building, stains on furniture, trash openly dumped in any outside area, etc.

10. Lost and Found: Dekjo, Inc. and Willow Haven Event Center assume no liability for personal effects left on the premises before, during or after an event. Any items left on the property for more than 10 days shall become the property of Willow Haven Event Center.

11. Illegal/Illicit Substances: Willow Haven Event Center has a ZERO-TOLERANCE Policy for the usage of illegal and/or illicit substances. Violators will immediately be escorted from the premises.

12. Smoking: Willow Haven Event Center is a “tobacco free” environment. Smoking is allowed only in designated outdoor areas.

13. Open Flames: No open flames, to include, but in no way be limited to cigarettes and/or candles may be used during any event in the Homestead Barn or adjoining deck area.

14. Promotion/Copyright: Unless otherwise agreed in writing, Dekjo, Inc. shall have the right to take photographs and videos at your event for marketing purposes, to include usage, on the Willow Haven website, Facebook page and all other social media outlets, including but not limited to printed materials. Any commercial use of the likeness of our buildings and grounds is prohibited without the express written consent of Dekjo, Inc.

I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Names) acknowledge receipt of a copy of the *WILLOW HAVEN EVENT CENTER – BUILDING/GROUNDS POLICIES*and have had an opportunity to review the same prior to the execution of the rental agreement.

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Date

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Print Name(s) – Renter(s)

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Signature(s) – Renter(s)