

Cypress Inn – *The Cypress Pavilion*

Event Space Rental Contract

501 Rice Mine Road, North
Tuscaloosa, AL 35406
(205) 345-6963
www.cypressinnrestaurant.com

Group Name: _____ Event Date: _____

Contact Person: _____ Event Time: _____

Phone Number: _____ Guest Count: _____

Email: _____

*Pavilion Rental: \$ _____

Pavilion Deposit: \$ _____

Credit Card for Deposit: _____ EXP: _____ CIP: _____ Zip: _____

(We require a valid credit card on file.)

Signature: _____ Date: _____

Sales Rep: _____

Menu, head count, and final venue rental payment due one month prior to event

*All alcohol must be provided by Cypress Inn Restaurant in compliance with the state alcohol and beverage control board. **Absolutely no alcohol may be brought on premises or served by anyone other than a Cypress Inn employee.***

*** A 22% service charge and 10% state tax will be applied to all food and beverage (alcoholic and non-alcoholic) totals. All bar service will end 30 minutes prior to the scheduled end time of the event***

_____(initial)

Reservations will be confirmed upon receipt of the attached copy of this Letter of Agreement, signed by you and accompanied by a deposit.

As used in this agreement, "You" means the person individually signing this agreement and the entity on behalf of which the individual is signing.

DEPOSIT & PAYMENT SCHEDULE:

To secure your event date, a rental deposit of 50% of the venue rental rate plus a 1% rental tax must accompany the signed Reservation Form. This initial deposit is non-refundable. Please make facility checks payable to "Cypress Inn." If you choose to pay by credit card, a 3.00% convenience fee will apply.

The following payment schedule applies:

- **30 Days Prior to Event:**
 - **Final guest count confirmation is due.**
 - **Remaining 50% of the venue rental rate is due.**
 - **50% of the total estimated food, beverage, and services cost is due.**
- **3 Days Prior to Event:**
 - **The remaining balance of the invoice, including any adjustments to food, beverage, or additional services, must be paid in full.**

Cancellation Policy:

Cancellations must be made in writing at least 30 days prior to the event to receive a refund of any payments made excluding the initial rental deposit, which is non-refundable. No refunds will be given for cancellations made less than 30 days prior to the event.

Failure to meet the payment deadlines outlined above may result in the cancellation of your event, with deposits and payments subject to our standard cancellation policy. If you have any questions regarding your payment schedule or need assistance, please contact us in advance.

_____(initial)

TICKET SALES: It is a stipulation that any group hosting an event at the Cypress Inn Pavilion shall refrain from deriving any form of financial gain from the said event. This encompasses, without limitation, the sale of tickets or imposition of cover charges for events. Any attempt to generate profits from events held on the premises is considered a breach of the terms outlined in the Cypress Inn Pavilion liquor license. In the event of any such attempts, the rental agreement shall be promptly terminated, and any deposits submitted shall be forfeited.

_____(initial)

SECURITY AND DAMAGES DEPOSIT: A valid credit card number is required for security and damage deposit. This includes damage caused by various types of decorations (e.g., candle wax, hanging of decorations, or glass objects) used in and around the Cypress Inn venue property. No charges will be applied until after the event and pending assessment of excessive or unnecessary clean up or repairs above and beyond typical event clean up.

_____(initial)

MINIMUM FOOD AND BEVERAGE: There is a minimum food and/or beverage requirement of \$500 with all rentals.

_____(initial)

RENTAL FEE AND INCLUSIONS: Staffing fees are dependent on the guest count. Each staff member required is charged \$125. Rental fees are based on a four (4)-hour set-up and event duration; additional hour(s) may be purchased. The Cypress Pavilion's policy is that no event shall last past 2:00 AM.

_____(initial)

MUSIC: All musical entertainment, whether it be a Disc Jockey or a band, is responsible for their own equipment. All music must end no later than fifteen minutes prior to the end of your event.

_____(initial)

The Cypress Pavilion reserves the right to have their representative monitor the volume of the music during an event.

_____(initial)

SECURITY & ALCOHOL POLICY:

Cypress Inn reserves the right to assess each event and determine whether professional security personnel are required. If deemed necessary, security will be arranged through Cypress Inn at a cost of \$300, which includes two security guards for four (4) hours.

Absolutely no outside alcoholic beverages are allowed anywhere on the premises, including the building, outdoor spaces, and parking lot. All alcohol must be provided and served by Cypress Inn staff in compliance with state regulations.

Any guest found drinking under the age of 21, or any guest providing alcohol to a minor, will be immediately removed from the event. Additionally, disruptive behavior—including but not limited to fighting, destruction of property, or misconduct—may result in early termination of the event, removal of the responsible guest(s), and forfeiture of any security deposit held.

_____(initial)

DECORATIONS: All decorative arrangements from flowers to balloons, etc. must be approved by our event coordinator. The events coordinator also needs to be aware of all third-party vendors who will provide goods or services for Your event. Please DO NOT tape decorations to any painted surface. Decorations may not be stapled, tacked or nailed to any part of the building.

_____(initial)

LIABILITY/INDEMNIFICATION: You assume all risks and responsibility with respect to Your event, and You agree to defend, indemnify, and hold Cypress Inn, its officers, directors, agents, contractors, members, and employees harmless against any theft, claims, demands, damages, cost, and expenses (including reasonable attorney fees), to You, Your guests, to the guest's property, to the Cypress Inn Restaurant, the Cypress Pavilion, the Cypress Inn property, or to any third person arising from the event, any breach of this agreement, or from any act or negligence of You, Your guests, agents, or any third party on the Cypress Inn property for Your event. **The Cypress Inn and its respective officers, directors, agents, members, employees, contractors, guests and third parties assume no responsibility for any injury or loss of property or damage to property resulting from the event.**

_____(initial)

EVENT LIABILITY INSURANCE:

To ensure a smooth and worry-free event, **we require all event organizers to obtain Event Liability Insurance** with a minimum of **\$1,000,000 per occurrence** in general liability coverage. This policy should name **Cypress Inn Restaurant, The Cypress Pavilion, and its owners and affiliates** as additional insured parties. Proof of insurance must be submitted no later than **30 days prior to the event**.

This insurance helps protect both you and your guests in the unlikely event of an accident, injury, or property damage. While we take great care to provide a safe and enjoyable environment, our liability and indemnification policy states that Cypress Inn and its affiliates are not responsible for incidents that may occur during your event.

Having proper coverage allows you to host with confidence, knowing that you are prepared for unexpected situations.

If you have any questions about this requirement or need guidance on obtaining coverage, we are happy to assist. Please note that failure to provide proof of insurance may result in cancellation of your event, with deposits and payments subject to our standard cancellation policy.

_____(initial)

COVID-19: An inherent risk of exposure to COVID-19 exists in any public place. By booking this event, you voluntarily assume all risks related to exposure to COVID-19. Vendors have taken enhanced health and safety measures. You must follow all federal, state, and local laws concerning COVID-19.

_____(initial)

Email: rlamon@cypressinnrestaurant.com