



COYOTE HILL LODGE

Special Events & Wedding Venue Contract

This Agreement is made effective as of _____, by and between Coyote Hill Lodge (Lodge) and:

_____ (Guests).

The Guests represent that they desire to hold a special event on

(date) _____

with the arrival time at _____ on the date of _____.

and a check out time of _____ on the date of _____.

1) VENUE RENTAL FEE(S):

(a) Guest(s) agree to pay an initial nonrefundable deposit of \$250.00 of the \$500.00 total fee upon execution of this Agreement. This payment serves to hold the venue for the specified date of event or wedding. Guest agrees to pay the remaining \$250.00 thirty days before date of the Special Event. Payments may be made via cash delivery, certified check, or credit card.

2) DATE CHANGES:

In the event that Guest(s) is forced to change the date of the event or wedding, every effort will be made by Coyote Hill Lodge to transfer reservations to support the new date. The Guest(s) agrees that in the event of a date change any expenses including, but not limited to, deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Guest(s). The Guest(s) further understands that last minute changes can impact the quality of the event and that Coyote Hill Lodge is not responsible for these compromises in quality.

3) CANCELLATIONS:

In the event of a cancellation of a special event or wedding, all payments made to date are non-refundable and all outstanding payments will be due immediately. We understand that sometimes it is necessary to change or cancel a reservation. All cancellations or reservation changes must be made in writing. The Guest is responsible for verifying that Coyote Hill Lodge has received their cancellation letter. We cannot refund any advance payment for a canceled reservation unless the Lodge is re-rented for the entire period and prepayment has cleared. We will make every effort to re-book the Lodge; however, if it is not re-booked, Guest shall forfeit all monies paid. If a cancellation is successfully re-rented, all of the rent, Coyote Hill Lodge shall refund taxes and damage/security deposit, less a \$100 cancellation fee.

4) ACCOMMODATIONS:

The Guest(s) agree that accommodations or guest units provided by Coyote Hill Lodge for the event or wedding party may require a separate contract.

5) RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by Guest(s) and any attendees of the Event, which includes but is not limited to all EVENT PLANNERS, WEDDING COORDINATORS, and VENDORS who are involved in the planning and execution of the special event on the premises of Coyote Hill Lodge.

(a) Parking: All vehicles associated in any way with the event or wedding must be parked within the parking area or the drive. No vehicles shall be parked on any other lawn surface unless granted permission by the owners.

(b) Barbecues/Grills: Barbecues and grills are to be used outside only.

(c) Candles: All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass.

(d) All open fire warnings posted by State and County and City Authorities must be followed at time of event.

6) EVENT ENDING TIMES:

All events must end by 11pm on Friday and Saturday evenings, 10pm on Sunday-Thursday evenings to comply with sound ordinances and in order to allow for cleanup and closure of the site by midnight.

7) DECORATIONS:

Decorations may not be hung with tape, wire, nails or screws in the Lodge, which will damage the venue. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Guest(s) and the venue. Any decorations must be approved by the owners and must be removed by Guests within 24 hours after the end of the event.

Note: Blowing bubbles and sparklers are permitted only outside for wedding and reception farewells. Rice, birdseed, confetti, balloons, glitter, and pyrotechnics are not permitted inside or outside the facility.

8) INSURANCE:

Guest(s), through Event Planner or Caterer shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name Coyote Hill Lodge as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.

If Guest does not have an Event Planner or Caterer, Guest shall obtain special events insurance with liquor liability in the amount not less than \$1,000,000. Such policy shall name Coyote Hill as an insured. Guest is advised to be prudent about extending liability from a homeowners policy, as these do not always cover liquor liability.

9) LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES:

All liquor must be served by an Insured Licensed Bartender. The Bar closes 1 hour before the music has ended, all alcoholic beverages will be removed and placed in a secure location for removal from the premise. Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premise. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund.

10) SECURITY DEPOSIT:

In addition to the \$500.00 event fee, Guest agrees to pay a \$300.00 security deposit. Such payment shall be made thirty days prior to the event. This security deposit will be returned to Guest 15 days after the event as long as there is no damage, and House rules have been followed at the Lodge. Failure to comply with Lodge policies will result in the forfeiture of the security deposit. Any damages exceeding the security deposit shall be the sole responsibility of Guest(s).

11) MUSIC:

All music must end by 10pm during weekdays and 11pm on weekends to comply with sound ordinances.

12) SMOKING:

Coyote Hill Lodge is a non-smoking venue. Smoking is permitted only in the designated area outside the Lodge.

13) CHILDREN:

All children under the age of 16 MUST be supervised at all times!

14) PHOTOGRAPHY:

Guest consents for Coyote Hill Lodge to use photographs of the event for promotional purposes.

15) LIABILITY RELEASE. In consideration for Guest(s) use of the Lodge for the Special Event, Guest does hereby release, forever discharge and hold harmless Coyote Hill Lodge, together with its owners, agents, employees, contractors, representatives and volunteers, from any and all liability, claims or demands of every kind and nature, including but not limited to personal injury or property damage and expense of any nature whatsoever which may be incurred by Guest and any of their guests.

CERTIFICATION. I have read the foregoing instrument and agree to be bound hereby.

DATE

GUEST

DATE

GUEST

Party providing services:

(Name of Event Planner, Wedding Coordinator, Florist, Photographer, Catering Company Here)

By: _____ Date: _____ Certificate of Insurance _____

By: _____ Date: _____ Certificate of Insurance _____

By: _____ Date: _____ Certificate of Insurance _____

By: _____ Date: _____ Certificate of Insurance _____

Party receiving services:

Wedding couple, Client(s) or agent of couple: Financially responsible for all the above.

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____