



Stonewood Gardens

Rev. 10/10

208 Memory Drive
Falmouth, KY. 41040
(859) 654-1234

Name:

(The person named above is required to be present during the event.)

Address: _____ City: _____ Zip _____

Telephone: Home: _____ Work: _____ Cell: _____

Date: Requested: _____ Type of Activity: _____

Time of event: _____ to _____ ; Time needed building open _____

Largest Number Expected to Attend _____ ; Will alcohol be served? _____

Name for sign: Please Print

First Name of Bride: _____ First Name of Groom: _____

I have read, understand, and agree to abide by the attached conditions for the use of the Stonewood Gardens facilities and request to use the facility for the purpose stated above. I fully understand that I personally or our organization, if I am representing one, accept full responsibility for any damage that may occur above the \$200.00 deposit. This includes any damage to the building, contents and outside parameter. This is a private function. I do not hold Stonewood Gardens, or the owners liable or responsible for any accident that may occur.

SIGNATURE: _____ Date: _____

OFFICE USE:

	<u>Amount Due</u>	<u>Amount Paid</u>	<u>Balance Due</u>
Rental			
Damage Deposit			
Other			
Total			

Bridal Suite _____ Table Cloths _____ Decorations _____ Additional Time _____

Damage Deposit Refunded: Date _____ Amount _____ Check No. _____

CONDITIONS FOR THE USE OF STONEWOOD GARDENS FACILITY

**** Initials indicates I have read and agree to the following ****

THE FACILITY

Initials:

Will seat approximately up to 420 persons. All meals must be catered or pre-prepared.

APPLICATION FOR BUILDING USAGE

Initials:

All applications must be made through the office of the Stonewood Gardens Manager. The damage deposit will be \$200.00 for events. The reservations will be placed on the calendar **ONLY** when these have been received and application has been filled out. The balance of the fees is due 60 days (two months) prior to the planned event. Lessee is responsible for meeting this deadline. If the deadline is not met, the Lessor has the right to remove the reservation from the calendar.

SMOKING

Initials:

Smoking is not allowed in the building.

DECORATIONS

Initials:

1. Nothing, including decorations, may be attached to the walls, ceiling or floor with tape, tacks, brads, or nails.
2. All decorations must be on the tables or free standing.
3. If using open flame (candles) - ALL candles must be in a candle holder (ie: Tea light candles must be in a holder)
4. If this is violated, full refund of damage deposit is jeopardized.

USAGE TIME REQUIREMENTS

Initials:

1. Use will be limited to one day ending no later than midnight. The building must be vacated by 1:00 a.m. The building will be opened for you **AT THE TIME SPECIFIED IN THIS CONTRACT. NO KEYS ARE GIVEN TO LEASEE. Once open the LEASEE possess all responsibility of building.**
2. Only one event may take place during this time specified, **ABSOUTLY NO DOUBLE EVENT** may be planned.
3. If this is violated, full refund of damage deposit is jeopardized.
4. Additional decoration time may be scheduled if available.

SET-UP PROCEDURES

Initials:

1. The lessee is responsible for setting up tables and chairs as desired if different than Stonewood Gardens setup.
2. All tables and chairs must be put **back** in the order they were found. Proper caution **MUST** be exercised in setting-up and during event to insure that furniture or floor not be damaged. Such damage is subject to damage deposit forfeit in all or part.
3. I understand that no Stonewood Gardens decorations indoor and/or outdoor will be removed for my event
4. All decorations, table cloths, rented from Stonewood Gardens must be left in the building when your event is over.

CLEAN-UP PROCEDURES

Initials:

1. Stonewood Gardens Reception Hall should be left in the same condition it was leased to Lessee.
2. A general clean up of floors are expected, brooms, mops and etc. are provided in storage closet
3. Table cloths if used must be piled and left on front table in hall
4. All trash must be thrown in garbage cans provided. This includes, but is not limited to, the main area, kitchen, bathroom and outside trash
5. All items must be removed from the refrigerator
6. No food is to be left in the building.
7. All personal items must be removed from inside and outside by 1:00 am. If any items are left inside of building I agree that the persons cleaning the building may put items outside and will be charged \$100.00 per hour for its' storage, whether the items are left inside or put on the parking lot. I agree that I do not hold Stonewood Gardens, or the owners liable or responsible if any items left and or missing after my event.

ALCOHOL

Initials:

The only types of alcohol allowed to be served at Stonewood Gardens are beer, wine and champagne. If Lessee plans to serve these beverages at the planned event:

1. All Local and or State permits are the responsibility of lessee.
2. The Lessee is required have a minimum of \$300,000 liability insurance policy for their planned event, Proof of liability for planned event will be given to manager prior to planned event.
3. If beer, wine, or champagne will be served, any server must be certified according to the requirement of the ABC to serve alcoholic beverages.
4. Absolutely no "self-serve". The Lessee is required to have person(s) age 21 or older handling any alcohol on premises.

POLICY FOR ALCOHOL CONSUMPTION ON STONEWOOD GARDENS PROPERTY

Initials:

1. Only beer, wine and champagne may be consumed on property of the facility scheduled for use at sanctioned functions.
2. Absolutely no minors are to be served alcoholic beverages.
3. Individual guest may not bring any alcoholic beverages onto the premises
4. Lessee must ensure that people do not drink outside the building.
5. Intoxication is not acceptable behavior at any function at Stonewood Gardens. If intoxication should occur, the Lessee must accept the responsibility for taking the appropriate action in dealing with the situation.

When alcohol is being served the following recommendations are made:

1. Food should be served constantly throughout the event.
2. All individuals should be observed throughout the event to make sure that eating and not just drinking.
3. No one who is already intoxicated will be permitted to enter Stonewood Gardens.
4. A pre-existing plan should be devised to handle an individual who has had too much to drink. This plan should include:
 - A. Alternative methods of transportation home after the event should the individual be in a diminished or incapacitated state and unable to drive their vehicle safely.
 - B. A method to limit or stop an individual's consumption should he or she has had too much to drink in the opinion of the Lessee. (This detection method can be handled through simple observation. If the

individual exhibits slurred speech. Staggering or poor motor skill coordination, then no more alcohol may be made available to that individual.)

5. No other controlled substance maybe brought onto the property of Stonewood Gardens.

OTHER RESPONSIBILITIES OF LESSEE

Initials:

- Children should remain with parents or be supervised and not be allowed to roam the halls or play in the parking lot or grounds.
- Lessee is fully responsible for the behavior of all guests.
- Lessee's rights hereunder are not assignable and Lessee shall not be entitled to sublet any part of the Lease Facilities.
- Lessee shall not permit any unlawful, dangerous, flammable or explosive substance on the Leased Facilities.

HOLD HARMLESS

Initials:

Lessee shall become thoroughly familiar with the Leased Facilities prior to entering into possession hereunder, and accepts the same in their present condition. Stonewood Gardens shall not be liable to Lessee for any personal injury or property damage in or about the Lease Facilities in the absence of Stonewood Gardens gross negligence. Lessee shall indemnify and hold Stonewood Gardens, Bonste, Inc., or owners harmless from and against all liabilities, claims and judgments, including cost and attorney's fees and expenses relating thereto, for personal injury to and death of any person, and for loss of our damage property which arises out of, or is in any way connected with Lessee's use of the Leased Facilities, including any personal injury or death, or loss of or damage to property arising out of the concurrent or sole negligence of Stonewood Gardens. *No verbal understanding or agreement shall be recognized.*

FEE AND DEPOSITS

Initials:

A damage deposit of \$200.00 is paid at the time of the contract. All or any deposit will be returned within 30 days following the use of the facility if there are no damages, rental misrepresentation or failure to comply with rules and guidelines Lessee is required to cover any additional damages that may exceed \$200.00. The decision to return none or part of a damage deposit is left entirely to the Stonewood Gardens Manager.

In the case of a natural disaster, fire, or other event causing the leased premises to be unfit for use, **or** if there is a power outage affecting the premises which is beyond the control of the Lessor (Stonewood Gardens), Lessor's only liability to Lessee will be to refund any deposit made hereunder

If the facility use is cancelled for any reason

Initials:

- A. Full fee and damage deposit will be returned if cancellation is made prior to **90** days before rent date
- B. After that NONE of the rent fee nor full damage deposit will be returned
- C. I understand if balance is not paid on time, Stonewood Gardens manager has the right to reschedule my date to someone else.

Pricing:

Banquet Hall Rental	.	\$650.00- Saturday \$550.00 - Friday
Deposit / Damage Fee		\$200.00
Bridal Suite	\$25.00 for evening	= _____
Table Cloths	\$3.25ea. @ _____ ROUND tables (how many)	_____
	\$3.25 ea @ _____ SQUARE tables (how many)	_____

Decorations:

Lighted Arch	\$25.00	_____
Punch Bowl	\$25.00	_____
Chocolate Fountain	\$25.00	_____
Fish Bowls	\$1.25 ea @ _____	_____
Mirrors	\$1.25 ea @ _____	_____
Flower Stands	\$25.00 (pair)	_____
Sound & Microphone Equipment	Available	
Projector System	Available	

Additional Decoration time if available night before event
\$30.00 per hour (4 hr. minimum) @ _____
(how many)

TOTAL _____