



# RUSTIC LODGE

## WEDDING RECEPTION CONTRACT

Rustic Lodge is pleased to have you consider us for your wedding reception. Please review the following details, initial the designated sections, and sign at the bottom of Page Two.

In order to confirm a reservation with Rustic Lodge, a four hundred-dollar (\$400) deposit plus additional room rentals (if applicable) and signed contract are required. This is a non-refundable, non-transferable deposit that will be applied toward your final billing.

It is the responsibility of the client to ensure that a legal and ethical code of conduct be upheld throughout the event. This includes, but is not limited to, the conduct of the client, their guests, and their entertainers.

### **CANCELLATIONS**

In order to cancel your event, a cancellation form prepared by Rustic Lodge **must** be signed by the person(s) signing the Wedding Reception Contract and by a Rustic Lodge representative. The date on the signed cancellation form will determine the cancellation penalty.

If the event is canceled **more than** two months before the reserved date, the initial deposit will be forfeited. If the event is canceled **within** two months of the reserved date, the client agrees to pay an additional charge of \$500 and forfeit the initial deposit. If cancellation occurs within **two weeks** of the reserved date, the client agrees to pay an additional charge of \$500, forfeit the initial deposit, and pay 50% of the guaranteed minimum number of meals required for the room(s) reserved.

**If the reception is held on any day other than Saturday, the guaranteed minimum numbers applied to Saturday events will also apply to this cancellation policy.**

*Client's Initials:* \_\_\_\_\_

### **MENUS & GUEST COUNTS**

Menu selections and wedding details must be confirmed with Rustic Lodge prior to the printing of wedding invitations. It is to be understood that a full meal must be served for all Saturday events. **The guaranteed number of guests should be submitted no later than two weeks prior to your event.** Final changes in this number must be submitted no later than seventy-two (72) hours prior to the event. The client agrees to pay for this number, or the number of guests served, whichever is greater.

**Two-Week Count:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **One-Week Count:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Final Count:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **PAYMENT**

Payment in full is due at the conclusion of the event unless prior arrangements have been made. **Rustic Lodge does not accept credit/debit cards as a method of payment.** Payment can be made in the form of a check or cash.

**ROOM RENTALS** (will only apply when minimum requirements are NOT met)

### **SATURDAY EVENTS:**

It is to be understood that a Saturday reservation for the Groveside Room requires a guaranteed number of one hundred fifty (150) or more adult meals, a Saturday reservation for the Parkview Room requires a guaranteed number of sixty (60) or more adult meals, and a Saturday reservation for the La Prima Room requires a guaranteed number of thirty (30) or more adult meals. Saturday events not meeting the minimum number requirements will incur a room rental.

### **SUNDAY THROUGH FRIDAY EVENTS:**

Groups serving a full meal with a guaranteed number of thirty (30) or more adult meals will not be charged a room rental. A room rental of \$95 will be charged for all events with a guaranteed number of less than thirty (30) adult meals. A room rental of \$110 will be charged for all events with a guaranteed number of less than fifteen (15) adult meals.

*Client's Initials:* \_\_\_\_\_

# RUSTIC LODGE

## WEDDING RECEPTION CONTRACT (continued)

### ALCOHOL POLICIES

Liquor liability insurance prohibits this establishment from allowing alcoholic beverages to be brought onto the premises by clients or guests. Any outside alcohol will be confiscated by an Event Manager and will be returned to the *client* immediately prior to their leaving the property. Rustic Lodge reserves the right to refuse alcohol service to any guest or to close the bar altogether, should it be deemed necessary. All state liquor laws will be strictly adhered to. Please ask an Event Manager about house policies related to our bar services.

### LIABILITY

Rustic Lodge does not permit the use of a caterer. No food or beverages may be brought onto the premises, with the exception of a decorated cake for wedding receptions, birthdays, showers, retirement dinners, and anniversary dinners. **Health regulations prohibit Rustic Lodge from allowing food to leave the premises.** It is to be understood by the client that **consuming undercooked meats, seafood, poultry, and eggs may increase the risk of food borne illnesses;** therefore, it is the responsibility of the client to notify all guests of this precaution prior to food service.

The client agrees that Rustic Lodge shall not be held liable for property damage or personal injury unless directly resulting from negligence on the part of Rustic Lodge. This includes, but is not limited to, any actions taken by the client, guests of the client, or entertainers hired by the client.

Due to limited space, storage facilities are not available, and Rustic Lodge is not responsible for any articles left on the premises after the conclusion of an event.

### DECORATING

The client will be held responsible for any damage or loss of Rustic Lodge property (i.e. damaged table linens due to candle wax). Exceptions to the following rules will not be granted: (1) tape and nails may not be used on the ceiling tiles or plastered walls; (2) crêpe paper may not be placed on the tables; (3) no glitter or confetti is permitted; and (4) balloons must be anchored. Please consult an Event Manager regarding hanging decorations or other decorating ideas.

Rooms reserved for wedding receptions will be made available for decorating at 9:00am the day of the event.

### ADDITIONAL NOTES (written, initialed, and dated by an Event Manager)

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Event Date: \_\_\_\_\_ Room: \_\_\_\_\_

Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_ Agent: \_\_\_\_\_

Client Name (please print): \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_ wrcl<sub>2019</sub>