

PINE & CO EVENT FACILITY SPEICAL EVENT AGREEMENT

AGREEMENT DATE: _____

This agreement made and entered into by and between Pine & Co. Event Facility, located at 15901 Petersburg Road, Evansville, IN 47725, and _____ . Pine & Co. Event Facility agrees to allow Lessee to use, and Lessee agrees to use, Pine & Co. Event Facility indicated below, located at 15901 Petersburg Road, Evansville, IN 47725, on terms and conditions set fourth herein. **All Rental Checks Are to Be Made Out to Pine & Co. and Mailed to 5455 Lakeside Drive Newburgh, IN 47630**

ALL INFORMATION BELOW MUST BE COMPLETED TO THE BEST OF LESSEE'S ABILITY.

EVENT DESCRIPTION _____ EVENT DATE _____

REHEARSAL DATE/TIME _____ EVENT START TIME _____

SET-UP DATE/TIME _____ ESTIMATED ATTENDANCE _____

FACILITY RENTAL INFORMATION

EVENT FACILITY BUILDING

Non-Wedding Events:

Monday-Thursday	1/2-day (9-3 or 6-midnight)	\$640	Full Day \$1000
Friday	1/2-day (9-3)		Full Day \$2600
Saturday			Full Day \$3500
Sunday			Full Day \$1000

Wedding Events:

Friday	9am - Midnight	\$3500
Saturday	9am - Midnight	\$4500
Sunday	9am - Midnight	\$3000

Add a Friday Night rehearsal for \$1200 or the entire Friday before for \$2000

A NON-REFUNDABLE \$750 deposit is due at the time of booking to secure the Date of Interest. _____

This deposit will be applied to the total rental fee of the facility. _____

Payments paid to Pine & Co become nonrefundable. _____

The balance of the rental fee is due a minimum of 30 days prior to the Date of Interest and is NON-REFUNDABLE. _____

All food is required to go through Pine & Co preferred caterer. A \$500 fee is charged for all outside catering. Outside catering must be approved by Pine & Co. _____

Payment for Food and Alcohol Catering must be paid in full 30 days prior to the Date of Interest. Please make checks payable to Pine & Co. _____

All facility rentals include table and chair set up. Seating floor plan should be submitted and approved 30 days before event. _____

A firm guest count is due 10 days before event. _____

All Bar tabs will automatically incur a 20% gratuity. _____

Indiana Sales Tax will be calculated on final bill. _____

SPECIAL EVENTS POLICIES CONTRACT

In order to assure you and your guests and a well-organized function, we encourage you to read and understand the following policies:

Bar policies: Pine & Co Event Facility requires lessee to use Pine & Co bartending employee to be the bartender at all events. _____

Pine & Co Event Facility reserves the right to refuse service to anyone who appears to be intoxicated. _____

Per Indiana state law, alcoholic beverages cannot be brought onto the premises under any circumstances. This includes bridal suite and groom's den, parking lot consumption. Guests who violate this will be asked to leave via law enforcement if compliance isn't met. _____

Pine & Co reserves the right not to permit the admittance of any party possessing alcoholic beverages. _____

Smoking is prohibited 15ft from all entrances and only in designated area behind patio. Waste is expected to be deposited in appropriate receptacles. We do not permit use or possession of illegal drugs on the premises. _____

The group hereby releases, discharges, and waives Pine & Co Event Facility of all claims for losses, injuries, death or damages to persons or property (including loss of use and property) sustained to, or by the group in connection with the services provided pursuant to this agreement. The group recognizes the risks of its activities to be undertaken and does voluntarily and fully assumes inclement weather or from any cause whatsoever. _____

This waiver and assumption of liability and risk shall be effective as to any cause of loss, except for willful and gross negligence on behalf of Pine & Co Event Facility. _____

The group further agrees to protect, indemnify and hold harmless Pine & Co and assumes liability for defending Pine & Co or for the cost of such defense as well as for other damages (or if indemnification is not available, to contribute to Pine & Co losses) from and against any loss, or indirectly from any acts of omissions of the group of any nature whatsoever, including, but not limited to, death or injury to person or damage to property, or from any special consequential or punitive damages. _____

Groups renting the facility agree to obtain from an insurance company by the State of Indiana bodily injury and property damages liability protection in the amount of \$1 Million combined single limit, naming Pine & Co Event Facility and its owners and officers as additional insured under such policy, for a period of no less than the hours rented to cover that time of rental. This can be added to your current homeowner's policy or can be obtained from most all insurance companies. A copy of said policy is required to be **submitted to Pine & Co no later than 24 hours before rental of facility.** _____

Damages to facility or theft are the responsibility of the Lessee. Lessee agrees to pay for any damages whether done by Lessee, it's agents, employees, invitees, or third-party contractors to the Facilities, exhibits or any other movable property owned, leased, operated, or displayed by Pine & Co Event Facilities and its property. A detailed bill will be sent to Lessee and payment will be due upon receipt. _____

All personal property must be removed from Pine & Co Event Facility by midnight on the day of the event. This also applies to all vendors who have provided services or décor. Pine & Co assumes no responsibility for property left behind. Owners of any personal property such as vehicles left in parking lots will not hold Pine & Co responsible for any loss or damage. Pine & Co Event Facility is private property and gates will be locked at Midnight (12:00am). Vehicles may be picked up at owners' expense within 14 days of being left behind. _____

Lessee may not use glitter, faux snow, etc. on floors. In addition, lessee will be charged a cleaning fee, should these guidelines fail to be followed. No decorations may be attached to any surface of Pine & Co Event Facility, tape may not be used to attach anything, and no staples, nails, etc. can be used on the gazebo or pavilion for fastening lights to wood. No rice, birdseed, or artificial flower pedals will be allowed inside/outside the reception or ceremony area. Sparklers will be permitted outside but need to be disposed of properly and only after they are fully extinguished. _____

Lessee is responsible for removing balloon displays. A \$50 per hour fee with a minimum of 2 hours will be charged if Pine & Co must take care of removing such décor not previously discussed with facility owner. _____

Pine & Co will start the nightly clean up of table décor/lighting/other décor at no earlier than 10:30. _____

All food (main meal) and alcoholic drinks must go through Pine & Co Event Facility. Payment for food and bartending will need to be paid 1-2 weeks prior to your event. Cash or Check. **Checks need to be payable to Pine & Co.**

***Any cancellation of event prior to 90 days of event will be responsible for one half of the rental fee _____.**

Credit Card Information:

Name on Card: _____

Billing Address: _____

Expiration Date: _____

Credit Card Number: _____

CVV Code: _____

All payment made for date of rental must be cash or check. **If using credit card, credit card fees of 4% will apply.**

Payment of deposit or the full contract amount and signature signifies that the patron agrees to all the terms and conditions contained herein.

Total Fee Due: _____

Deposit Amount Paid: _____ Date Received: _____

Balance Due: _____ On: _____

This amount is due 30 days prior to the event, once this has been paid, this amount is nonrefundable. Failure to comply, will result in cancellation.

Print Name: _____

Signature: _____

Date: _____

EVENT INFORMATION CHECKLIST

Name of Responsible Party: _____

Address: _____

Phone Number: _____

Email: _____

Type of Event: _____

Bride: _____ Cell: _____

Groom: _____ Cell: _____

Event Date/Time: _____

Rehearsal Date/Time: _____

Estimate Attendance: _____

Alcoholic Beverage: Yes or No (please circle)

** Pine & Co Event Facility is NOT RESPONSIBLE to let ANY of your vendors in the day of the event or prior to rental day and time facility is rented for. This includes but is not limited to cake company, DJ, rental company, photographer, event coordinator, decorators, etc. The person renting the facility is responsible for coordinating all vendors not contracted through Pine & Co Event Facility. _____