



Sanders Ridge, Inc

3200 Round Hill Road
Boonville, NC 27011
Phone 336 677-1700

Facility Agreement and Invoice

INVOICE #080714
DATE: AUGUST 8, 2011

COMMENTS OR SPECIAL INSTRUCTIONS:

DESCRIPTION

**Estimated
Cost**

**Other
Charges
& Payments**

Facility Rental and Food Service:

\$250 Security Deposit

50% Deposit due:

Event/Facility Rental Agreement

Agrees to the terms and conditions outlined on both pages of this agreement.

Signature of individual responsible for payment

Date

Private Event Space Rental Agreement, Payment Terms, and Requirements

Reservation Deposit

A \$250 non-refundable Reservation Deposit is due along with a signed rental agreement in order to hold an event date.

Security Deposit

A \$250 Security Deposit is due 30 days prior to the event. The deposit will be fully refunded within 24 hours of the event provided that: 1) no repairs and no additional cleaning were required to return the facility to pre-event condition; and 2) all third party rental equipment, supplies, and refuse were removed on time (see notes below pertaining to Third Party vendors)

Payment Terms

30 days prior to the event date, 30% of the rental fee and food service estimate is due along with the \$250 Security Deposit. All remaining balances are due the day of the event.

Private Event Space Rental Agreement, Payment Terms, and Requirements, continued

Liability Insurance

30 days prior to the event, the renter must acquire a *Certificate of Insurance* for general liability in the amount of \$1 million naming Sanders Ridge, Inc. as an additional insured. A “wedding protector plan” is available through Travelers Insurance and offer several coverage options for the renter (bride and groom) as well as liability coverage for our facility. This policy is reasonably priced. *Failure to obtain this policy within 30 days of the event will result in termination of the rental agreement, cancellation of the event, and the renter will forfeit all deposits and payments made to Sanders Ridge to date.*

Limited Special Occasion Permit Only required if alcohol other than Sanders Ridge wines are served. Other alcoholic beverage products may be served at a private event on our premises, however the renter must obtain a Limited Special Occasion Permit from the North Carolina Alcohol Beverage Commission. The renter is solely responsible for obtaining, transporting and serving the beverage - and must remove all product, product containers and refuse - the day of the event.

Equipment Rental:

Tents, tables, chairs and all other equipment or furnishings provided for the event by the renter or other third party must be removed from Sanders Ridge by noon the day after the event. Sanders Ridge is not responsible for any rented property or your personal property.

Outside Service Providers:

Sanders Ridge reserves the right to deny outside service providers access to our facilities based on lack of experience, insurance, or other factors. Sanders Ridge is not responsible for any property, equipment, or supplies brought on premise. All property, equipment, or supplies brought onto the premises – including all trash - must be removed by noon of the day following the event. Outside Service Providers are prohibited from using our kitchen for ANY activity other than the *staging* of food and beverage service. (Use of our ovens, range tops, refrigerators, ice machines, drink machines, storage containers, etc, is strictly prohibited.

Candles and Decorations:

Candles can be used however they must be enclosed in non flammable containers such as a votive holder, hurricane, glass globe, lantern, etc. and strictly supervised.

Prohibited:

Open flames, Use of tape or other adhesives on any surface on the property, including walls or banisters, Use of tacks or nails on any surface on the property including walls or banisters, balloon releases, rice (flowers, birdseed, and/or bubbles are OK), fireworks or sparklers

Cancellation Policy

Upon receipt of a signed rental contract, the renter's initial \$250 reservation deposit becomes non-refundable regardless of the time of cancellation. Failure to obtain the *Certificate of Insurance* policy within 30 days of the event will result in termination of the rental agreement, cancellation of the event, and the renter will forfeit all deposits and payments made to Sanders Ridge to date.