



SPECIAL EVENTS AND WEDDING VENUE CONTRACT

This Agreement is made effective as of _____, by and between Forest Hill Property, LLC and _____.

CLIENT INFORMATION:

CLIENT Name (Bride & Groom): _____

Address: _____ City/State/Zip: _____

Telephone #: (H) _____ (W) _____ (C) _____

E-Mail Address: _____

Proposed Event: _____ Date of Event _____

How did you hear about us? Knot _____ Wedding Wire _____ Eventective _____

Website _____ Drove By _____ Facebook _____ Friend _____ Magazine _____ Other _____

The parties agree as follows:

1) VENUE RENTAL FEES:

(a) The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S), agree to pay an initial DEPOSIT of \$ _____. This payment serves to hold the venue for specified date of event or wedding, and also as a security deposit. It is payable at the time of the contract signature and is in addition to venue payment. The deposit will be returned after the Forest Hill Park Checklist is completed to terms and it has been verified by park staff that there were no damages caused during the rental.

(b) **By using a check for payment**, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount, plus any applicable fees as permitted by state law.

(c) Deposit checks can be picked up at our main office or mailed the week following the event if conditions are met.

Please check which option you would prefer: Pick up check: _____ Mail Check: _____

It is the client’s responsibility to let Forest Hill Property know if the above address has changed. If for **any reason** Forest Hill Properties has to put a stop payment on the check, the bank’s \$35 fee will be deducted from the deposit each time a stop payment must be made. This includes, but is not limited to, the check being lost in the mail.

(d) All fees are to be paid in full one week prior to the event. Checks can be made payable to Forest Hill Property, LLC and mailed or delivered to our main office at 1303 Forest Hill Drive, Perry, GA 31069.

(e) Forest Hill Park accepts the following payment methods: check, cash, money orders, or cashier check. Credit cards can be used with an added 5% to payment. Personal checks are not accepted within 2 weeks of an event- other forms of payment must be made if a remaining balance is due.

2) CANCELLATIONS:

If the client cancels the rental agreement within 90 days or more of the event, they will forfeit 50% of the security deposit. Any cancellations 90 days or less of the event will forfeit the entire deposit. All cancellations must be received in writing from the client.

3) ENTIRE AGREEMENT:

This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

4) AMENDMENT:

This agreement may be modified or amended if the amendment is made in writing and is signed by both parties

5) APPLICABLE LAW:

This Agreement shall be governed by the laws of the State of Georgia in Houston County and any applicable Federal Law.

6) RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all EVENT PLANNERS and WEDDING COORDINATORS and VENDORS who are involved in the planning and execution of a special event or wedding on the premises of FOREST HILL PROPERTY, LLC.

(a) The venue package selected will determine when the client can receive the keys to the park and when they are to be returned.

(b) The Forest Hill Park Checklist must be completed to terms and returned with keys immediately following the event to the mailbox next to the side door of our office at 1303 Forest Hill Drive. _____ Initials

(c) All decorations must be removed without leaving damages directly following the departure of the last guest. The only adhesive material allowed on the walls of the chapel is drafting tape which will not damage surfaces. No masking tape, duct tape, electric tape, transparent tape or double stick tape is allowed. All other decorations must be free standing. Nails and staples may not be used in the chapel.

Birdseed is permitted outside for wedding and reception farewells.

Fake flower petals are **not** permitted for outside weddings, real flower petals only.

(d) The chapel at Forest Hill Park is a non-smoking venue.

(e) Per charges will be assessed resulting in extended use, damage, abuse, or for using services beyond those approved in advance, if it exceeds the amount of the deposit. The Tenant must accept full responsibility for such additional obligations and their settlement. _____ Initials

(f) Forest Hill Park reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with the park's rules and regulations.

(g) Right to Refuse Service: Forest Hill Park staff reserves the right to deny any event, activity or equipment in its sole and absolute discretion. Additionally, Forest Hill Park reserves the right, in its sole and absolute discretion, to deny any guest of the client access to the park.

(h) Clients assume all responsibility in cleaning the facility after use and completing the park's checklist. In the event the client fails to satisfactory clean the facility, the tenant agrees to reimburse the Event Center for cost of cleaning at \$25.00 an hour for the number of hours worked by the park's staff, with a minimum charge of 2 hours. _____Initials

7) SERVING ALCOHOL

Forest Hill Park does allow alcohol. We do ask that you do so responsibly as you are liable for any damages, injuries, ect. _____Initials

Will there be alcohol at this event? _____Yes _____No

8) LIABILITY RELEASE

By signing this contract, the CLIENT agrees and does hereby release from all liability and hold harmless Forest Hill Property and any of its employees representing or related to Forest Hill Property. This liability release is for any and all liability for personal injuries including death and property losses or damage in connection with any activity or accommodation of Forest Hill Property. The undersigned does hereby further agree to abide by all the rules and regulations that are presented by Forest Hill Property.

Reserved Amenities:	PRICE
_____	_____
_____	_____
_____	_____
	Total: _____

SIGNATURES:

Party Receiving Services:

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

By: _____ Date: _____

By: _____ Date: _____

Forest Hill Property LLC:

By: _____ Date: _____