



**Event Deposit:** A non-refundable deposit of 50% of total rental amount is required to save the event date. This deposit will not be returned if the event is cancelled. If the event is cancelled within 1 month of the event date, the rest of the amount owed for the event will be charged. This is to cover the potential loss of business.

**Security Deposit:** A Refundable security and damage deposit is required before the keys are passed over for \$300. This can be cash or credit card. After the event, a walkthrough will be made to assure nothing is damaged or taken based on the initial walk-through check list done with the client and a Courtyard representative. If everything is found to be in order the day after the event, the deposit will be refunded in the same manner as it was given. A credit card number must also be given in the chance that there are any violations in excessive of \$300.

**Insurance:** \$1M Liability Event insurance is required per the Indemnification Clause below. Proof of insurance for event date will be required before keys are handed over. **You must have insurance coverage for all days that you are in The Courtyard.** The Courtyard Event Venue is the name of the insured.

**Keys & Entrance to The Courtyard & Check-Out procedure:** Keys to the facility will be given out on the day before the event at a time scheduled with the Courtyard Representative. A walk-through with check list will be performed with client or responsible party. After the event, if it is found that the agreement terms were violated, pictures will be taken by the Courtyard Representative and forwarded to the client and they shall review and determine how the issue will be rectified and paid for. The client or any of the party are not allowed to enter The Courtyard unaccompanied except for the day of the event in which you have Liability Event Insurance coverage for.

#### **What's Included:**

##### **Outdoors:**

2 ea: Decorative Round Iron Black Table with 4 matching chairs;

7 ea: 45" Plastic Round Tables, black with hole in middle to accommodate an umbrella

##### **Option 1 – Small Indoor- “Warehouse”**

10 ea: 48" Plastic Round Table

51 Plastic/metal black folding chairs

8 ea: 32"x 43" high Round tall bar tables

2 ea: 8' serving table; 2 ea: 4' serving table.

##### **Option 2- Large Indoor “The Venue”**

10 ea: 58" Plastic Round tables

90 steel framed chairs

4 small round tall bar tables

4 ea: 8' long serving tables

Refrigerator, Freezer, Microwave, Sink in small Prep area

All of the indoor area and tables and chairs included in the Small Indoor “Warehouse”

Additional chairs and tables ,tablecloths, etc. can be rented and will be quoted upon request.

**Fountain:** The fountain is left running for the enjoyment of the guests that are renting The Courtyard. Nothing should be put into the fountain including pouring drinks or any liquid in there. If it is found that any item or liquid was put into the fountain, a \$100 fee will be assessed. No one should be allowed to play with the water in the fountain. The fountain does splash water out onto the ground and this can cause a slipping hazard. There is a switch to turn the fountain off on the wall by the door and the client is responsible for assessing the severity of the slipping hazard and turning the fountain off in enough time for the water to dry up prior to the event beginning if they so choose. **The Courtyard will NOT be responsible for any injury or damage to any person or item as a result of someone slipping anywhere in The Courtyard.**

**Table Umbrellas:** If umbrellas are being used, the following guidelines must be strictly adhered to: Umbrellas can only be used by placing in the center hold of a table. Umbrellas must be kept in the down position until needed. **Umbrellas must be put into the down position and put into the warehouse if raining or windy. Umbrellas must be put in the down position and moved into the warehouse at the end of the event or end of the day if coming back the next day.** Any damage to the umbrellas whether caused by client, a person at the event or by wind or any weather event is the responsibility of the client. If the umbrellas are damaged for any reason and these guidelines are not strictly adhered to, a fee of \$150 per umbrella will be charged to the client.

**Large Fan:** If the large fan is being rented, the following guidelines must be strictly adhered to: Any damage to the fan whether caused by client, a person at the event or by any weather event is the responsibility of the client. If the fan is damaged or does not work after the event for any reason, a fee of \$500 will be charged to the client.

**Standing Heaters and Propane Tanks:** If standing heaters are being used, the following guidelines must be strictly adhered to: Heaters can only be used outside. Heaters can not be used if it is raining or sprinkling or if there is excessive wind that may cause the heater to blow over. Heaters must be moved into the warehouse if it is rainy or windy. At the end of the event (or end of the day if coming back the next day), heaters must be moved into the warehouse. Propane tank must be removed from the heater housing before moving and propane tank must be stored inside as well. Please make sure propane tank valve is closed tightly at all time when not in use. Any damage to the heaters or to the propane tanks whether caused by client, a person at the event or by wind, rain or any weather event is the responsibility of the client. If client runs out of propane and would like to have more, it is the client's responsibility to get the tanks filled again. Propane tanks can be provided full prior to the event at a cost of \$20 or the client can provide their own tanks. If the heaters or propane tanks are damaged for any reason and these guidelines are not strictly adhered to, a fee of \$300 per damaged heater and \$100 per damaged propane tank will be charged to the client.

**Bluetooth Speakers:** There are outdoor speakers located on the wall behind the bar for you to connect to play your own music at the event. You may have to unplug and replug the speaker power for it to reset and connect to your device. There are an additional set of bluetooth speakers inside the warehouse.

**Tents:** In the event of rain, we have one tent rental company, Ark-La-Tex Tent Rentals authorized to set up in The Courtyard. We can help you make the contact and design how best to set up the tents.

**Bathrooms:** The bathrooms must be left clean with bathroom trash removed and placed in big trashcans behind The Courtyard. Lights and A/C or Heater units are to be turned off and door is to be closed and locked.

**Indoor Warehouse Area:** This area must be left clean with all trash removed and placed in big trash cans and any messes cleaned up. The two storage areas that are closed with curtains are private and are not to be entered. The door in the room at top of brick steps marked "Do Not Entered" is to be left alone. All lights are to be turned off, AC or Heat is to be turned off and doors are to be locked when leaving for the night. NO SMOKING IS ALLOWED ANYWHERE INSIDE THE BUILDING. If it is determined that smoking occurred inside, then your deposit will not be refunded. No glitter is allowed. **Do not adjust heat or cool temperature settings. Temperature will be set at 70F or at another temperature requested by the Customer.**

**Upstairs Area/Get-Ready Room/Bridal Room:** Only designated areas of the upstairs as identified on the walk-through prior to rental date are to be used. Unauthorized access by anyone at the event to any other area may result in a charge of \$500 + any damages to the facility or its contents or if any of the contents are stolen or missing. The upstairs is to be used by the wedding party and their immediate families only- this is not an area to be opened up to the wedding guests. Please make sure no one enters any of the designated private areas. Only the client and designated small group of guests are allowed upstairs during the event. The main event shall not take place upstairs. Paper towels & cleaning towels will be provided to clean up small spills and messes. Please use these to clean up any spills or messes. A complimentary set of Courtyard Towels will be provided as a gift to you! **No one is allowed to spend the night in the building.**

A wooden bar will be provided to place across the inside stairway so as to prevent anyone entering through the upstairs exterior door located right by these steps from anyone accidentally stepping down onto the interior steps. It is the Client's responsibility to place this bar in place if they so choose. The Courtyard is not responsible for anyone falling down either the interior or exterior steps.

NO SMOKING IS ALLOWED UPSTAIRS AND ANYWHERE INSIDE THE BUILDING.

**Option 2 or 3- "The Venue":** This applies to only those renters who are choosing Option 2 or 3. Smoking is not allowed anywhere within the Venue. If it detected that smoking occurred inside, then your deposit will not be returned. There is to be NO cooking inside the Venue. A microwave is available for reheating only. Trash bags will be provide and all trash is to be removed at the end of the event into the outside trash cans at the side of the building. NO GLITTER OR CONFETTI of any kind is allowed inside or outside the Venue. If any of these type items are found, then you will forfeit your deposit.

**Additional:** Access to The Courtyard begins on the day your liability insurance coverage begins and ends at the end of that day. A mandatory walk-through is required with a responsible party the day before the event when keys are handed over and after final payment is made. A 2<sup>nd</sup> mandatory walk-through may be required the following day (or as arranged between parties) to return the keys and confirm the terms of the contract were met. There will be no parties at The Courtyard with a cover charge.

**Do NOT drag anything across the concrete or floors** anywhere within The Courtyard, The Warehouse or The Upstairs Areas. Any damage found caused due to something being dragged across the floor will have damages assessed and the cost of making repairs and charged to customer credit card on file. Any items that need to be moved shall be picked up and move.

Smoking is permitted outside in The Courtyard. There will be no smoking permitted inside any of the buildings including the bathrooms. Cigarette butts must be placed in the butt cans provided. You will be required to pick up all cigarette butts that are on the ground or found in the street or anywhere around the inside or the outside of The Courtyard. Failure to do so will incur a \$50 fine.

The plants and landscaping are not to be touched, broken, or damaged in any way. Nothing should be put into the fountain. In the event that there is any damage to the plants or any objects or liquids are put into the fountain, an additional charge to cover the cost of replacement will be assessed.

The Courtyard takes great pride in the neat and clean appearance for each event. In return, we expect after an event to have The Courtyard left as neat and clean as when you arrived. All trash must be picked up and trash bags in the trash cans removed at the end of the evening and put in the big trash bins in back of the facility. No trash or cigarette butts should be in the flower beds at any time.

The Courtyard will blow and clean the facility by 4:00 the day before the event. Since this is an outdoor event, there may be leaves and plant items that have fallen from the trees and/or pollen depending on the time of the year that may accumulate before the event the following day. The Courtyard will leave towels and cleaner if needed to wipe down tables and the bar area as needed just prior to the event.

The following doors (if those areas are rented) must be locked before leaving the facility each night (if multiple nights) and after the event: Front and Back gates, Upstairs Door, Downstairs Door; Warehouse Door.

After the event and when the keys are turned in and the area is reviewed to assure adherence to the contract terms, the contract will be considered met in full. If any damage is found or the terms of the contract are not adhered to, the credit card on file will be charged for the assessed value as determined by The Courtyard.

If your event is cancelled for any reason, deposit will not be refunded. **If you do not notify of us within 2 weeks of a cancellation, your card will be charged any remaining balance you have as if you held the event.**

**Damages or Missing (Stolen) Items:** In cases where property including but not limited to tables, chairs, fan, umbrellas, heaters, stereo speakers, refrigerator, fencing, trash cans, butt can, potted plants, hoses, hose reel, pergola, lighting, bathroom fixtures, fire extinguisher, furniture, towels, decorative items, flooring, structural items, plants, fountain, bar, kitchen utensils or appliances have been damaged or abused beyond normal wear or damaged in direct non-compliance of the terms of this contract or have been stolen or are missing, whether the client is aware of it or not, and if any of the guidelines outlined in this contract have not been followed, The Courtyard will charge the credit card on file for the replacement costs of the damaged item(s) or missing items and any clean-up required. The plants and landscaping are not to be touched, broken or damaged in any way. Nothing should be put in the fountain. In the event that there is any damage to the plants or any objects

or liquids found in the fountain, the cost to replace the entire plant along with any costs to replace the damaged items associated with the plant or fountain will be charged to the credit card on file.

**Alcoholic Beverage Policy (per City requirements):** Alcoholic beverages may be consumed without a permit when there is no monetary exchange for the beverage and when there is no admission charge for the event. It is suggested that a designated bartender serve alcohol. The Client agrees to follow responsible beverage service policies included but not limited to the requirements of the law and specifically: Assuring everyone served alcohol is over 21; No one who is obviously intoxicated will be served alcohol; Anyone who appears to be unable to safely drive will be prohibited from driving and a ride will be provided for that person and their guests. The Courtyard, Kerry or Anne Easley, Easley Studios, Pearl Green Unlimited LLC, The Venue LLC, Lisa Cupples, Jordan Cupples, Lindsey Cupples and its employees or vendors will not be liable for anyone injuries, damages or accidents arising from anyone who is intoxicated.

**Indemnification:** Client agrees to defend, indemnify and hold harmless The Courtyard Event Venue. The Courtyard Event Venue encompasses: The Courtyard, Easley Studios, Kerry and Anne Easley, Pearl Green Unlimited LLC, The Venue LLC, Lisa Cupples, Jordan Cupples, Lindsey Cupples and its employees and the City of Minden from and against all claims, demands, causes of action, or liabilities incurred at The Courtyard or The Venue LLC or on the City of Minden property including on the street or sidewalks between The Courtyard and The Venue LLC arising from the Client's acts or omissions under this agreement or any act or omission of the clients' vendors, employees, contractors, or persons attending the event with the expressed or implied permission or invitation of the Client. The Courtyard, Kerry and Anne Easley, Easley Studios, Pearl Green Unlimited LLC, The Venue LLC, Lisa Cupples, Jordan Cupples, Lindsey Cupples and its employees or the City of Minden will not be held responsible for any losses, damages, or injuries that may occur during any time that the Client, Client's vendors, employees, contractors, or persons are on The Courtyard or The Venue LLC property or the City of Minden property including the street and sidewalks between The Courtyard or Venue LLC or any property owned by The Courtyard, Easley Studios, Kerry and Anne Easley, Pearl Green Unlimited, LLC., The Venue LLC, Lisa Cupples, Jordan Cupples, or Lindsey Cupples or the City of Minden.

### Misc Items to Rent

Umbrellas (6 each):	\$5 x _____ =	\$ _____
Large Fan:	\$25	\$ _____
Standing Heaters (4 each):	\$50 x _____ =	\$ _____
Full Propane Bottles for Heaters:	\$25 x _____ =	\$ _____
Stage. 16' x 8'	\$100	\$ _____

### OPTION 2 OR 3 ONLY

Chair Covers (white), 100 ea:	\$1 x _____ =	\$ _____
Table Cloths (Round WHITE), 10 ea:	\$5 x _____ =	\$ _____
Table Cloths (Round BLACK), 15 ea:	\$5 x _____ =	\$ _____
Table Cloths (Round CREAM), 16 ea:	\$5 x _____ =	\$ _____
Table Cloths (Rect WHITE), 5 ea:	\$5 x _____ =	\$ _____
Speaker System with Stand & Microphone	\$25	\$ _____

### QUOTED ITEMS

Please let us know if you would like to quote any additional items. We have an agreement with a rental company to charge you same price as you would get if you went to them directly. We will handle delivery and pick-up. List of items: (OK to attach separately)

Quoted Price: \_\_\_\_\_ If accepted, enter it here: \$ \_\_\_\_\_

**Total Misc Items on Page:** Add this amount to Contract Page 1 \$ \_\_\_\_\_