

## Stone Ridge Event Center Facilities Rental Agreement

This is a Rental Agreement between Stone Ridge Event Center of 1750 Stone Ridge Dr, St. Mountain GA 30083, and \_\_\_\_\_ (Herein after known as CLIENT).

Event Date (s): \_\_\_\_\_ Single Event or Multiple Days/Nights: \_\_\_\_\_

Client(s)/Corporation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Additional Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Terms and Conditions

- A refundable hold date deposit may be made in the amount of \$500 prior to signing contract. **(This \$500 is not your refundable security/cleaning deposit)** This HTD is good for 30 days. If full rental agreement and deposit of 50% is not made within said 30 days, CLIENT forfeits the \$500 HTD to Stone Ridge Event Center. This hold date deposit will be applied to the initial 50% deposit of completed rental agreement. Sign here if choosing this option:  
\_\_\_\_\_  
Date: \_\_\_\_\_
- In order for an event to be guaranteed, Stone Ridge Event Center must receive a deposit of 50% of the rental fee at the time this Agreement is entered into. The remainder of any rental fee is required thirty (30) days prior to the event plus a \$500 refundable cleaning/security deposit. **Client agrees to these payment terms:** \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_
- Payments should be made to Stone Ridge Event Center. Cash, Check and major credit cards are accepted.

### Cancellation Policy

- CLIENT must provide a dated, written request for cancellation. Upon cancellation by CLIENT the following fee schedule will apply:
  - 72 hours after signing contract: \$200 administration fee deducted
  - 90 days prior to event : One quarter (25%) of initial deposit nonrefundable
  - 60 days prior to event : One half (50%) of initial deposit nonrefundable
  - 30 days prior to event: Total (100%) of initial deposit non refundable
- No refunds will be made when the event is cancelled by Stone Ridge Event Center due to the CLIENT's non compliance with terms and conditions.

### Insurance

- In order to use the facility, CLIENT shall take out, at their expense, and keep in force during the event covered by the Agreement, event insurance, naming Stone Ridge Event center as additional insured. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and a general aggregate liability of not less than \$2 million. A copy of insurance coverage must be submitted to Stone Ridge Event Center at least 10 days prior to your event date.

### Smoking

- Smoking and or vaping is not allowed inside Stone Ridge Event Center, or in the Pergola gardens area. As a courtesy Stone Ridge has placed extinguisher/ashtrays outdoors in 4 convenient locations, please be sure your guests use these and do not throw cigarette butts in landscaping or parking lots. Non compliance can result in a charge to your cleaning/security deposit.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## Alcoholic Beverage Policy

Stone Ridge Event Center shall abide by all laws of the State of Georgia concerning the use and serving of alcohol. Each CLIENT wishing to have alcohol at their event must abide by the following regulations regarding alcohol use in Stone Ridge Event Center.

- 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. Licensed bar tenders are required.
- In the case of monetary exchange for alcohol, a licensed bartender is required and necessary licenses to serve and sell alcohol will be obtained by the CLIENT. Any group who sells alcohol, or charges an admission fee and serves alcohol, must obtain a temporary liquor license from the State of Georgia. A copy of the license must be on file with Stone Ridge Event Center, ten (10) business days prior to event.
- Proof of age will be required for anyone appearing to be younger than 30 years of age.
- Non-alcoholic beverages will be promoted and available for the duration of the event.
- At events three (3) hours or longer, alcoholic beverage service will be stopped one half hour before end of event.
- Your bartenders and or hired staff are required to break down and clean up the bar area. (Non compliance will result in loss of security/cleaning deposit)
- **No alcoholic beverages may be brought into the event by guests or participants or placed at table.**

## Services Provided

- **Staff:** Stone Ridge Event Center Staff will be on duty during the entire event. The staff member will open the facility and provide information and direction as needed. The staff member will not be available to serve or decorate and will not be involved in the Event. They are not responsible to bus your tables or take your trash to designated area.
- **Tables and Chairs:** Such items are provided and will be set up and taken down by Stone Ridge Event Center staff. CLIENT must provide a layout or details for a layout to Stone Ridge Event Center.
- **Deep Cleaning:** Stone Ridge Event center will perform deep cleaning, such as mopping and vacuuming. CLIENT must remove anything brought in by self, guests or hired vendors at **event end**. If the venue is left with excessive cleaning to be done, this will be taken out of the \$500 refundable cleaning/security deposit.
- **Parking:** There is no cost for parking in and around Stone Ridge Event Center.

## Catering:

We highly recommend that a caterer from our preferred vendor list be used for your event. Our recommended caterers have experience working at Stone Ridge Event Center and are familiar with our regulations, policies and procedures. All caterers working at Stone Ridge Event Center are required to have a valid Business License and Certificate of Insurance unless otherwise agreed upon with Stone Ridge management.

- Caterer's use of the Stone Ridge kitchen is limited to bringing pre-prepped foods only, unless otherwise agreed upon with the management of Stone Ridge Event Center.
- The kitchen space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. **A final walkthrough with a member of our staff is mandatory at the close of your event.** In the event this does not take place CLIENT will forfeit their security/cleaning deposit.
- Caterers and/ or your hired staffing must properly bag and place all trash in the designated area.
- All caterers who have not previously worked here must do a walk-through of kitchen and go over kitchen rules.
- Your bartenders and or hired staff are required to ensure trash cans are not overfilled and to break down and clean up the bar area and take trash to the designated area.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## Decorations

- Decorations may not be hung from the ceilings or fastened to the walls, columns or any other fixed object. Candles must be completely enclosed in a glass or non flammable holder. The use of glitter, metallic confetti, confetti cannon, straw, rice, birdseed, cold sparklers are not allowed inside and hay is prohibited in the ballrooms and/or on the grounds. ( Any non compliance will result in forfeit of security/cleaning deposit)
- Immediately following the completion of the event, trash or other debris must be thrown away in the appropriate receptacles provided. This is the CLIENT's responsibility not Stone Ridge Staff.
- Any CLIENT leaving excessive trash in or around Stone Ridge Event Center is subject to additional charges to be billed to the refundable cleaning/security deposit .
- When in doubt about decorations deemed acceptable, CLIENT must consult with Stone Ridge Event Center staff. Failure to do this may result in damages and/or excessive wear and tear and subsequent additional charges.
- Cold Sparkle may be used outside
- If send off sparklers are used outdoors, they must be extinguished and disposed of properly (not thrown into the landscaping or left laying around the parking lot).

## Food

- All food must be prepared by, brought onto the premises, and served by CLIENT or a caterer that is designated by the CLIENT. CLIENT or their caterer shall coordinate with Stone Ridge Event Center staff at least two (2) days in advance to confirm catering staff arrival time. A minimum of one (1) catering staff person is to be on duty at all times during the catered event. Stone Ridge Event Center will not provide any serving materials. **The caterer and or CLIENT are responsible for bussing tables and trash disposal not SREC staff.**
- CLIENT is expected to provide sufficient supervision to minimize spillage of food and beverages during the event.

## Conduct

- There is absolutely no drug use of any kind permitted on or in the premises.
- Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion.
- Renter and guests shall use premises in a considerate manner at all times.
- Conduct deemed disorderly at the sole discretion of Stone Ridge Event Center staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the event costs shall be made.

## Miscellaneous Policies

- Live animals, except for service animals, may not be brought onto the premises.
- CLIENT and his/her guests are restricted to the rental area.
- Stone Ridge Event Center is not responsible for items left behind, but will attempt to make effort return any recovered item to its rightful owner.
- Stone Ridge Staff may enter any of the rented premises at any time on any occasion.
- Stone Ridge Staff reserves the right to take photographs of rental Events for its own records and for use in future.

## Indemnification

- Renter agrees to indemnify, defend and hold Stone Ridge Event Center, its landlord, building owners, officers, employees and agents harmless of and from any liabilities, claims, demands, causes of action arising from CLIENT's acts or omissions under this Agreement or any act or omission of CLIENT's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise from the negligence or willful misconduct of Stone Ridge Event Center or its employees.  
Stone Ridge Event Center will not be held responsible for any losses, damages or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Miscellaneous**

- CLIENT will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property. If there are children in attendance, and SRE staff has to supervise said children, CLIENT may incur a charge or forfeit their cleaning/security deposit.
- If there is dancing at your event, dance floor is mandatory. The rental of a dance floor has to be from SREC, no outside vendors for dance floors allowed.
- Events that have over 250 guests, the client is responsible to obtain 2 security personnel. If you have our max allowed attendees of 400, you will need 3 security personnel.

**End of Event**

- CLIENT or their assigned representative will walk through with Stone Ridge staff to determine if any charges will be made to refundable cleaning/security deposit for either excessive cleaning to be done, going over contracted time \*(see below) or having to keep up with unsupervised children.
- If CLIENT or their assigned representative does not make the necessary event end walk through with Stone Ridge staff, CLIENT acknowledges Stone Ridge has the right to keep the refundable security/cleaning deposit if CLIENT has not performed their contractual event end duties.

\*CLIENT understands that any arrangement for additional hours needs to be made 30 days before the event. Any requests for extra time during the event will be denied as this affects all vendors. *If time overage happens due to CLIENTS and or their vendors non-compliance to contracted end time during the event, then CLIENT forfeits the entire cleaning/security deposit.*      **Initial and date:** \_\_\_\_\_

CLIENT agrees to abide by this Agreement and acknowledges having received a copy thereof. CLIENT will be held financially responsible for any damage to the Facility or equipment, which occurs through the CLIENT’s meeting or event at the Facility.

***By signing below, User acknowledges that he/she has read and agrees to all above terms and conditions.***

**CLIENT**

**STONE RIDGE EVENT CENTER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization (If Applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

