

## Terms and Conditions for Use of The Gazebo at Sunset Ridge Buffalo Farm

Our goal is for every celebration at Sunset Ridge Buffalo Farm (SRBF) to be filled with happy memories. To that end the following rules have been established for use of The Gazebo.

1. **General Behavior.** We want all guests to have an enjoyable time and good memories. This requires that someone respected by other members of the party be designated to deal with guests whose behavior diminishes the safety or enjoyment of others. We will ask to be introduced to this person prior to the beginning of the event in order to review steps to be taken to ensure that all guests have the best possible experience. The authorized Alternate is our contact for decision making the day of the event.
2. **Drugs.** We strive to be a family friendly venue, and as such we have a zero tolerance policy for the presence or use of illegal drugs, or the abuse of prescription drugs on our premises. We expect The Alternate to take such action as is necessary to keep the premises free of drug users and dealers.
3. **Smoking.** We prefer a smoke-free facility. However, we do have a designated area and receptacle for discarding cigarettes and do not want cigarette butts to be thrown in pond or in the gravel parking lot. No smoking inside tents.
4. **Weapons.** Firearms and other forms of weaponry are not allowed at Gazebo events.
5. **Property Damage.** We strive to keep this venue beautiful with all systems in good working order at all times. Your event planner or other designee will be given a checklist prior to the event to verify that everything is in good working order or to note anything that is damaged or not properly working. At the conclusion of the event, we will review this same checklist with your designee to determine if any damages have occurred to our property which will be chargeable to the responsible party. Nothing attached with tape.
6. **Insurance.** SRBF maintains liability insurance in the event that a person or property are injured because of something we do or fail to do. **We recommend that you take out a "special events" insurance policy** - especially if you plan to serve alcohol - in order to protect yourself should your guest(s) be injured or cause injury during your event. We do not have any alcohol licenses. If you have a caterer serving alcohol, we require copies of the caterer's off premises alcohol license and insurance coverage 15 days prior to the event. If no insured caterer is involved, a guarantor whose net worth exceeds \$25,000 must agree to be responsible for damages to the premises caused by you or your guests.
7. **Cleanup.** The venue will be clean the day of your event. We expect most groups using our facility will choose to do or make arrangements for their own cleanup to keep costs down. Your base rental rate includes one hour of cleanup for bathrooms and bagged trash removal. If you wish to contract with us to provide full cleanup, charges for that service will be included in your payment thirty days prior to the event. We will want to know the name and contact information for the person in your group who is responsible for cleanup at least 24 hours before the event if you do not contract for full cleanup. Following is our minimum expectation for considering the venue to be clean upon your departure:
  - All trash in Gazebo, kitchen area, parking lot, tented area, and bathrooms picked up and bagged. (Includes cigarette butts, sparklers, zip ties, etc.) Bags tied and set in designated area. Two 96 gal. trash cans provided. Remainder of trash to be hauled away by caterer or designee cleaning premises after caterer leaves.
  - Countertops, tables, chairs, and refrigerator shelves wiped
  - Sink clean
  - Utensils clean and stored
  - Recycling bagged and in designated area.
  - Excess food and beverages removed
  - Grills off and all propane tanks off
  - Lights off
  - All decorations removed
  - Broken glass, plastics, food and paper off floor

8. **Refundable Security Deposit.** A Refundable Damage/Security Deposit in the amount of one hundred and fifty dollars (\$150) is required thirty days prior to the event date with the remaining balance for the rental. The purpose of the Damage/Security Deposit is to take care of minor damage and extra cleanup should those items be discovered upon exit checkout. Refunds, less itemized charges, will be made within 7 days after the event.
  
9. **Boat Use and Water Safety.** The pontoon paddle boat docked behind the Gazebo (or across the lake) is not for use by rental guests. SRBF's liability insurance does not cover boating. The water on three sides of the Gazebo Island is very deep (20' plus) and the slope of the bank all around the lake, including the island is very steep. Please appoint someone to be charged with the responsibility of keeping all guests, especially children, away from the water, the boat, and the boat dock and tell us who that person will be. \_\_\_\_\_
  
10. **Caterer Responsibilities:** Caterers are expected to meet the minimum cleanup expectation stated in Item #7. ***In addition, your contract with your caterer should specify that they remove all trash and recycling when they leave.*** Caterers may provide their own tent (up to 20 x 30).
  
11. **Tents:** For an additional charge we provide two hi-peak hexagonal tents (1025 sq. ft. each). You may rent one or both tents, sidewalls optional. Our tents are erected over matching concrete pads with electrical outlets. Outside tents are not allowed. Space is available for caterers to provide their own tent (up to 20 x 30) adjacent to the SRBF tents. DJ's and musicians may use pop-up tents on the deck or gazebo area. Please consult with SRBF before attaching decorations. Lightweight decorations may be attached to overhead cables using plastic zip ties. Absolutely nothing may be attached to any canvas portions of the tent. Special lighting and other objects that are not too heavy may be attached to tent frame, as long as no attachment damages tent structure.
  
12. **Weather:** Gazebo events are subject to changing weather. With the potential reward of an amazing sunset comes the potential risk of a thunderstorm – and everything in-between! We recommend that you have an inclement weather plan. We do not refund weather related cancellations. We will work with you to reschedule events cancelled or delayed due to hurricanes, tornados, severe thunderstorms, or other extreme weather. The gazebo, outdoor kitchen, and tents provide shelter from the elements. We have optional curtains/side walls for both the gazebo and the tent to protect your decorations and guests from the elements. We recommend use of sidewalls when the combination of wind, rain and temperature might make your guests uncomfortable without protection. All sidewalls are designed to slide open and close so the facility can adapt to changing weather. We also have deck covering for sun, wind and rain. **We must know by noon the day before the event if you wish to have sidewalls and/or deck covering installed.**
  
13. **Decorations:** Please check with us before hanging or attaching anything inside the gazebo or tents. We recommend use of plastic zip ties – NO tape or staples. Please secure all glass table decorations to prevent damage from wind. Use of sky lanterns prohibited due to fire hazard. Use only bio-degradable confetti. No sparklers under tents.
  
14. **Photo Release:**
  - SRBF may use photos of our event on social media (Facebook), in its promotional literature and on display in the dressing area \_\_\_\_\_ (initial)
  
  - SRBF is not authorized to use photos of our event for any purpose \_\_\_\_\_ (initial)

**I have read and agree to the above Terms and Conditions for Use of The Gazebo at Sunset Ridge Buffalo Farm**

**Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Alternate Contact** \_\_\_\_\_ **Date:** \_\_\_\_\_