



### **Richwood Plantation Group Event Contract**

- \* A non-refundable down-payment of 50% of the total amount (including tax) plus a minimum \$500.00 refundable damage deposit is required to book any group event. The remaining balance is due in FULL 60 days prior to the event, at which time, there will be no refunds, no matter what the reason for a cancellation.
- \* Due to the age and layout of this property, there are stairs to negotiate everywhere, therefore, this facility is NOT handicapped accessible. We have no elevator. We apologize for any inconvenience this may cause.
- \* All of our suites have only one bed each. Suites/Cottages sleeping up to 4 also have a sofa bed, which is intended for children under 18. We cannot guarantee the comfort of adults sleeping in sofa beds, nor make any compensation. It is advisable to rent separate suites for separate adult couples. Sleeping in public areas, or exceeding a room's maximum capacity is prohibited, and is cause to forfeit your damage deposit, and/or be charged for additional suites. A room's maximum capacity includes children and infants.
- \* Children under 13 are not allowed to stay in the Mansion suites, but are allowed to stay in Carriage House Suites or Cottage Suites. We do NOT have baby cribs or cots. We do NOT allow air mattresses or sleeping bags as they are a fire code violation.

### **Weddings, Receptions, Reunions, Business Conferences/Meetings, Church Groups, Clubs, etc:**

**Entire Property:** ALL 13 suites/cottages, Carriage House Reception Hall and grounds  
\$6,000.00, plus all taxes, plus a minimum refundable damage deposit of \$500.00.

If you rent the entire property for a weekend, you will have exclusive use of the entire facility. The property will be completely private for you and your guests for a weekend (or any two nights). Your event can run up to 6:00 p.m.. Your band or DJ can play until 12:00 a.m. Music and noise levels must be reduced at 10 PM when having a band outside. Your guests residing here for the weekend are free to roam about anywhere on the grounds and have full access to all of our facilities.

You and/or your caterer are responsible for all food and beverage related clean up to avoid additional cleaning fees or losing your damage deposit. All catered food must be prepared off site. Richwood does not offer a commercial kitchen. If your event exceeds a 6 hour duration, there is an additional \$50.00 per hour fee after that to keep our staff on hand, if needed.

**NOTE:** When you rent the entire property for a weekend, we have no staff on hand after 6 PM and the office is also closed. We try to make you feel as though this is your home. In doing so, some things are on a self-serve basis after hours, such as: additional towels, tissue paper, taking out the trash, washing the dishes (always your responsibility), linen changes, etc. We do NOT change bed linens on stays of less than three nights. We do NOT make up beds every day. If you plan on using sofa-beds, you must inform us; as the beds do not have linens on them until needed. Room Assignments and making arrangements for late check-ins are your responsibility. You must provide us with a printed copy of your room assignment list, including every one in every room, prior to the day your first guest is expected to check in. We have a procedure that works well for most circumstances. Please check with our management regarding late check-ins and room assignments.

**Carriage House Reception Hall (ONLY):** Includes surrounding terraces and/or surrounding grounds (first floor). Fee is \$15.00 per person, plus all taxes, plus a \$500.00 refundable damage deposit (40 people minimum/200 people max.). If you are using the Carriage House Reception Hall for an event that runs past 3 PM (check in time), you must also rent Carriage House Suites 1 & 2 for that evening. If your event occurs during our peak season and is on a weekend, you must rent suites 1 & 2 for both Friday and Saturday night, even if your event is on only for one night.

You and/or your caterer are responsible for all food and beverage related clean up; to avoid additional cleaning fees or losing your damage deposit. If you plan to have a DJ or a band for an event, you must rent the entire property for that evening or weekend, so as not to disturb any guests not in your party, and to avoid having uninvited guests at your event. In order to access the Mansion, Plantation grounds, barns, ponds, swimming pool (seasonal), out-door hot-tub, out-door gas-grille, and the decks adjacent to the Mansion and cottages, you must rent the entire property. If your event exceeds 6 hours duration, there is an additional \$50.00 per hour fee after that to keep our staff on hand, if needed.

**Mansion: First floor, available Monday through Thursday ONLY, unless you also rent all 5 Mansion suites on a weekend.** If you rent all 5 Mansion suites, you do NOT have exclusive use of the Mansion. All registered guests have full access to the Mansion first floor during daylight hours. The only way to have exclusive use of the Mansion for a private event is to rent the entire property. Fee is \$15.00 per person, plus all taxes, maximum 35 people, plus a refundable damage deposit of \$500.00. If you use catering in the Mansion, or plan to cook and serve your own meals in the Mansion, an additional \$250.00 refundable damage deposit is required. You and/or your caterer are responsible for all food and beverage related clean up; to avoid additional cleaning fees or losing your damage deposit. If your event exceeds 4 hours duration, there is an additional \$50.00 per hour fee after that to keep our staff on hand. No band or DJ is allowed in the Mansion.

**NOTE:** Events larger than 35 people must use the Carriage House Reception Hall and/or the surrounding grounds.

**Miscellaneous:**

- \* **Pets:** No pets of any kind are allowed anywhere on the premises, in any cottage, in any suite, or in the Mansion at any time.
- \* **Refundable Damage Deposit:** The entire damage deposit is due at time of booking and is a separate transaction that is not taxed. Pending the completion of a damage assessment (with no damages incurred), a refund will be issued within ten business days following your event. The refund will be in the form of a check mailed to you by our corporate offices.
- \* **Exclusive Use:** If you rent all 5 Mansion suites, you do NOT have exclusive use of the Mansion. If you rent all 13 suites/cottages, you do NOT have exclusive use of our facility, nor use of the Carriage House Reception Hall. All registered guests have full access to the Mansion first floor during daylight hours. The only way to have exclusive use of the Mansion, or the Carriage House Reception Hall, or any part of our facility for a private event is to rent the entire property.
- \* **Time Limits:** The Mansion is open to all registered guests during daylight hours. After dark (or 6 PM, whichever comes first) it is private for guests registered in Mansion suites. If you would like 24 hour access to the Mansion, you must rent a Mansion Suite.
- \* **Continental Breakfast:** We offer a Continental Breakfast from 8AM to 10AM, in the Mansion kitchen, for all registered guests. For group events, we do NOT serve the Continental Breakfast. Most of our group guests either want to prepare their own, or have catered food services. Please check with management for places to put your things if you are bringing in food.
- \* **Catering:** We do not cater. You may use the caterer of your choice. We have a list of local caterers that we will provide to you at your request. You and/or your caterer are responsible for all food and beverage related clean up; to avoid additional cleaning fees or losing your damage deposit.

\* **Trash Removal:** We provide trash cans and trash can liners based on the amount of people at your event. You, your caterer or someone you assign are responsible for changing the liners when the cans are full. We have a designated place for you to put the full trash bags, then we take them to our dumpster. An additional cleaning fee will be deducted from your damage deposit if you leave trash cans full or don't replace the liners.

\* **Parking:** Parking or driving on the grass is strictly prohibited. For group events, our staff will direct parking. Any vehicle parked on the grass (other than areas of the lawn that we designate for parking) will be towed at it's owners expense without notice. Any vehicle found driving on the grass will be evicted from the property, along with all the occupants in that vehicle, and not allowed to return. We strongly advise you to inform your guests of this fact. We are not responsible for loss/damages caused to any vehicle that is towed. We suggest that the driver of each vehicle let passengers out in front of, or on side of the Carriage House, so that the fewest people have to walk any distance.

\* **Glass Containers:** No glass containers of any kind are allowed in the swimming pool area, or around the out-door hot-tub, or in any parking area. If you'd like to have refreshments in these areas - plastic, metal, Styrofoam or paper containers must be used. Glass containers or broken glass found in these areas is cause for you to lose your damage deposit.

\* **Seating:** We have tables, chairs, and tablecloths to seat 100 people (total cost \$300.00 plus tax). If you require seating for more than 100 people, you will have to acquire them from another source. We have a list of suppliers that we will provide to you at your request. If you rent all of our tables and chairs, we also provide two 2' X 8' tables for your catering (if needed).

**NOTE:** We reserve the right to limit the amount of tables and chairs in and around the reception hall, and to determine their configuration, due to fire code specifications.

\* **Decorations:** Some decorating is allowed. We've tried to create an atmosphere that requires little decoration. We know your event is special to you. However: no tape, tacks, nails, staples, cup hooks or any other type of fastener is allowed on any painted surface, or any wall, trim, floor, etc. Torches, candles, lanterns, etc. must be safely placed away from any combustible materials. Candles may be used on tabletops, along sidewalk edges, etc. provided they are in fireproof/drip proof containers (Yankee Candles, metal or glass containers, etc). Any wax found on any wall, floor, tablecloth, chair, etc. is cause for you to lose your damage deposit. If you use confetti or rose petals, you must clean them immediately and completely right after your event. Any stain from any rose petal on any surface is cause to forfeit your damage deposit. Please consider silk rose petals instead of real ones. Please consult with our management regarding any decorating ideas you may have. We reserve the right to decline any decorations that we deem not fit for use or display at our facility.

\* **Ice:** We provide ice for \$1.50 per bag. We do NOT provide ice chests for group events. You must provide your own ice. You may provide your own ice chests (must be insulated and have drain plugs intact). No plastic bins or metal tubs (unless they are placed out-doors on decks, terraces or driveways).

\* **Restrooms:** Restroom facilities in suites/cottages are restricted to guests registered to those suites/cottages. We have five restrooms available for group guests not registered in any suites.

\* **Access:** Mansion, Carriage House and Cottage access is restricted to registered guests only, except for viewing by group guests, when accompanied by a registered guest of that suite, or the responsible person who rented the entire property, or their agent.

\* **Room Assignments:** If you rent the entire property, it is your responsibility to assign the appropriate suite/cottage to the appropriate persons based on their age, number of people in each room, family groupings, etc. You must provide us with a printed copy of your room assignment list, including every one in every room, prior to the day your first guest is expected to check in.

\* **Swimming Pool and Hot-tub Privileges:** Swimming pool and hot-tub privileges are restricted to guests registered in suites and cottages only.

\* **Smoking:** Richwood Plantation is a non-smoking facility. Smoking is permitted in outside areas only. Cigarette butts and/or trash left on the grounds may result in losing your damage deposit. Evidence of smoking in suites/cottages is also cause to forfeit your damage deposit.

**Age Limits:**

- \* Children under 13 anywhere on our facility must be accompanied by an adult at all times.
- \* Children under 13 are not allowed to stay in Mansion Suites, but are allowed to stay in Carriage House Suites and Cottage Suites.
- \* Children under 13 in Mansion common areas (first floor) must be accompanied by an adult at all times.
- \* Children under 18 are not allowed in the swimming pool or hot-tub unless accompanied by an adult at all times.

If these age limits are not followed, we may have no choice but to close the hot-tub and/or swimming pool for your event and/or to deny children under 18 access to the facilities.

\* **Personal Injury, Theft or Damage:** Richwood Plantation, it's employees or agents will not be responsible for any personal injury, theft, or damage to any persons or their personal property, or for damages or liabilities resulting from the consumption of alcohol. Any damage or injury resulting from these acts is solely your responsibility. You may want to check with your insurance company; as many home-owners policies allow for temporary insurance of a venue for a special event, at little or no charge.

Lessee understands that all guests are expected to follow the terms of this agreement. It is up to you to see that your guests are aware of these terms and that they are observed. Damages in excess of your damage deposit will be charged to your credit card. The undersigned agrees to pay the full amount of any damages to any suite, building, structure, or the grounds resulting from their own, or their guest's negligence, and to abide by the terms stated above. We reserve the right to end any event that we deem out-of-control.

\* All rates and terms are subject to change without notice. Once you pay a 50% down payment, plus a damage deposit, and sign a contract with Richwood Plantation, rates and terms are locked and cannot be changed, unless mutually agreed upon by both parties.