

Event Responsibilities: Please give a copy of this to whoever will be helping during your event

Renters may NOT arrive earlier than the designated rental time of their contract

Rental time must include any personal decorating, catering setup/cleanup and removal of all personal items.

If you are hosting 2 events within your allotted time, Bella Vista is only responsible for the set up of the first event. The renter is responsible for cleaning and rearranging the room for the second event.

Your event includes **one** set of linens. If you are having a meal prior to a reception, understand that your linens will get soiled. Prior to your event you may want to make arrangements for an additional set of linens or table toppers.

Changes to linen count and color needs to be given to Bella Vista 5 days prior to event.

Renters must provide ice if needed and people to bus tables and to replenish catering tables.

Ceremony: you need to provide your own ceremony music and someone to run it.

Provide your own cables when hooking up your personal devices to our TV (HDMI).

A hostess will be on premise for the entire event. She is there to make sure everything runs smoothly and to answer any questions. She does not bus tables, help decorate, set up personal items, run errands or make announcements about cutting cake or tossing bouquet etc.

End of Event Responsibilities:

Remove all personal items from the venue and leave at the designated time on the contract.

Put all trash from tables into trash cans, Bella vista will take the garbage to the dumpster.

Clean kitchen area and items used. Leave kitchen as you found it. Bella Vista will mop & vacuum.

Return all items borrowed from Bella Vista to the hostess.

Check parking lot for car decorations and or sparklers.

Pay for broken items or damages if necessary.

Additional charge will be assessed if there are:

- candle wax spills on our tablecloths or carpet
- car decorations left behind in the parking lot
- string and wires left hanging from the ceiling
- sparkler burns or scorches on the heated walkway
- broken items or damage to Bella Vista
- staying later than the time designated on the agreement

BELLA VISTA

Contract, Policies & Responsibilities

Contract Information: please initial each item to indicate your agreement

- _____ **Deposit:** is non refundable and is required to secure the date of your event. The deposit will be applied towards the total room rental.
- _____ **Postpone or cancel event:** Must be made in writing at least 60 days prior to event. With the proper notice, your deposit will be available to use for another event within 12 months of your original event date.
- _____ **Change date:** There is a one time change date policy. It must be made 60 days prior to event in writing. With the proper notice your deposit will be transferred to your new event date with no additional charge. If notice is not given in the appropriate time but you would still like to change your event, an additional charge will be assessed (determined by the management).
- _____ **Damages:** The renter is responsible for the cost of replacing venue items that are missing or broken. The renter is also responsible for cost of repairing any damage to the venue or building caused by you or your guest.
- _____ Bella Vista is not responsible for loss, theft or damage to your personal items or those of your guests.
- _____ **By giving Bella Vista a deposit I have agreed to the terms on the contract whether the contract is signed or not.**

Policies:

Renters may not arrive earlier than the designated rental time of their contract.

No tacks, nails or other adhesive that will take off the finish on the walls is allowed.

No confetti, rice, birdseed or similar items may be used.

No fog machine may be used.

Open flame candles are allowed but any wax spilled on linens or floor will be assessed the cost of damage.

Alcohol is not permitted in the building (however, a one time toast is permissible within Bella Vista).

If sparklers are used, the renter is responsible for clean up and any damages.

If the renter is hosting 2 events, Bella Vista is only responsible for set up the first event. After the first event, the renter is responsible for cleaning and rearranging the room for the second event.

_____ I give Bella Vista permission to use photos from my event for social media, website and their bride book.

I have read and agree to the policies and responsibilities as outlined. I understand that failure to comply will result in forfeiture of rental payment or possible removal from Bella Vista. I understand that I am responsible and liable for any damages to the venue and building during my event by myself, my organization and guest.

Signature: _____

Date: _____

Event date: _____