

Cypress Pier & Cottage Contract

*10865 Ferry Lake Road
Oil City, Louisiana 71061
(318) 458-4738, 458-0908 or 210-8442
cypresspier@yahoo.com*

SPECIAL EVENTS POLICY, TERMS AND CONDITIONS

Cypress Pier & Cottage wants to thank you for selecting our venue for your special event. We offer an outdoor venue with breathtaking view of Caddo Lake. The following information will provide you with our current policies and procedures. Should you have any special requests or questions please feel free to contact us.

LIABILITY

Cypress Pier & Cottage reserves the right to inspect and control all functions. The Client shall be liable for any loss or damage to Cypress Pier & Cottage's property caused by the client or the client's guests while on Cypress Pier & Cottage property. Client is responsible for their guests' actions. The Client will purchase Special Events Liability Insurance in the amount not less than a combined single amount of \$1,000,000.00. This policy should be endorsed to name: Cypress Pier & Cottage. Cypress Pier & Cottage will only be liable to the Client and/or persons attending the function for injury to persons or loss or damage to property where to the extent that it has been negligent or deliberately at fault but otherwise will be under no liability to them whatsoever. Cypress Pier & Cottage assumes no responsibility for guests before, during or after the event.

DEPOSIT, FEES AND CANCELLATION POLICY

To reserve your event date with Cypress Pier & Cottage your contract must be signed and confirmed with a nonrefundable security deposit of \$500. If event is canceled (60) days prior of event, a 50% of rental fee will be returned to client. If the event is canceled less than (30) days prior of event rental fee will be forfeited. Final Balance must be paid in full (30) days prior to event day.

In the event of a cancelation due to rain, Cypress Pier & Cottage will refund 50% of the security deposit back to client.

CATERING

Client is responsible for their own Catering, Beverages and Cake.

DECORATING AND DAMAGES

All decorations are the responsibility of the Client including flower arrangements, centerpieces, and candles, with the exception of Wedding package "A". Any personal property belonging to the Client, guests or third party is at the sole risk of the Client. Cypress Pier & Cottage shall not be liable for loss or damage to such property.

No nails or decorations shall be used that will in the ordinary course of their use damage the property, wood work or furnishings (such as permanent adhesives). The Client agrees to reimburse Cypress Pier & Cottage for fair market value of any damages or loss caused to Cypress Pier & Cottage premises by vendors, Client or guests attending the event.

A \$100 clean up fee will be charged for throwing confetti, rice or flower petals. Cypress Pier & Cottage management must approve Client's selection of throw items.

Client shall remove its decorations the same day of event.

GENERAL

Cypress Pier & Cottage has taken all reasonable steps to ensure that the information contained in brochures, leaflets and advertisements is accurate, and reserves the right to alter, substitute or withdraw any service, facility or amenity without prior notice if necessary at any time unless to do so would cause Cypress Pier & Cottage to be materially unable to perform the obligations herein contemplated and with reasonable notice to the Client.

Cypress Pier & Cottage will take all reasonable steps to fulfill the reservation to the best of its ability and in accordance with details provided. However, it reserves the right to provide alternative services of at least equivalent standard.

CONDUCT

Any person acting in a disorderly manner because of being intoxicated or under the influence of illegal drugs while at any Cypress Pier & Cottage venue, will be asked to vacate the venue immediately.

SITE RESERVATION

Wedding Packages "A" & "B" include (3) hours prior to event day and entire day until the clock strikes midnight on event day. Package "C" is event day only, until the clock strikes midnight. (Except cottage guest)

CANCELLATION BY CYPRESS PIER & COTTAGE

Cypress Pier & Cottage reserves the right to cancel the booking if:

- *The Client becomes insolvent or enters into liquidation or receivership.*
- *Cypress Pier & Cottage or any part of it is closed due to circumstances outside of its control.*
- *The Client is more than 30 days in arrears with any payments to Cypress Pier & Cottage.*
- *The booking might prejudice the reputation or cause damage to Cypress Pier & Cottage. In such event, Cypress Pier & Cottage will refund any advance payment made but will have no further liability to the Client.*

DEPOSIT AND PAYMENT

It is my understanding and agreement that the nonrefundable deposit of \$500.00 is to secure my event date at Cypress Pier & Cottage, which is stated in the Deposit, Fees and Cancellation Policy of this contract. Security deposit will be deducted from the final bill.

_____ Security deposit payable to Cypress Pier & Cottage in the amount of \$ 500.00

_____ Payment for final balance will be made (30) days prior to event, according to terms as stated herein.

I authorize the following credit card for payment of final billing if not paid within (25) days of event:

CREDIT CARD NUMBER

CARD TYPE

EXP DATE

SECURITY CODE

NAME LISTED ON CARD

CARDHOLDER SIGNATURE

On behalf of Cypress Pier & Cottage _____
EVENT COORDINATOR, CYPRESS PIER & COTTAGE

I agree to the Terms and Conditions of Booking and Cancellation Policy as adhered to by Cypress Pier & Cottage.

SIGNATURE

DATE

PRINT NAME

ORGANIZATION OR EVENT NAME

Please return security deposit and signed contract to confirm the booking of your event.

Sincerely, Dennis, Deana & Katie Johnson

Event Information

Type of Event:

Wedding ____ *Reception* ____ *Banquet* ____ *Birthday Party* ____
Rehearsal ____ *Dinner* ____ *Other* _____

Event Date: _____ *Time:* _____

Estimated Attendance: _____ *Number of Staff:* _____

Title of Event:

Rental Party:

Mailing Address: _____

City: _____ *State:* _____ *Zip:* _____

Home Phone: _____ *Cell:* _____

Email: _____ *Fax:* _____

Additional Contact: _____

Event Coordinator: _____ *Phone:* _____

Event Vendors

CATERING: *All meals must be provided by client or an independent caterer.*

Name of Caterer: _____

Address: _____

Business phone: _____ *Cell:* _____ *Email:* _____

Will alcoholic beverages be served? _____

By whom/company: _____ *Business Phone:* _____

PHOTOGRAPHER:

Name of Photographer _____

Address: _____

Business phone: _____ *Cell:* _____ *Email:* _____

ENTERTAINMENT:

Band: _____

DJ Name: _____ *Phone:* _____

Address: _____

Business phone: _____ *Cell:* _____ *Email:* _____

Additional "ADD-ON" Charges

These may be purchased on our website:

<http://www.cypresspier.com/package-add-ons.html>

<i>White Wrought iron Serving Cart</i>	<i>\$25 X _____ = \$ _____</i>
<i>White Wrought Iron round Table w/ Wrought Iron Umbrella</i>	<i>\$25 X _____ = \$ _____</i>
<i>Round Table Clothes (white, black or champagne)</i>	<i>\$5 X _____ = \$ _____</i>
<i>Oblong Table Clothes (white, black or champagne)</i>	<i>\$5 X _____ = \$ _____</i>
<i>Chair Sashes (white, black or champagne)</i>	<i>\$1 X _____ = \$ _____</i>
<i>Round White Tables w/ 8 Chairs</i>	<i>\$13 X _____ = \$ _____</i>
<i>Oblong White Tables</i>	<i>\$8 X _____ = \$ _____</i>
<i>Additional Chairs</i>	<i>\$1 X _____ = \$ _____</i>
<i>White Wrought Iron "Heart" Archway</i>	<i>\$60 X _____ = \$ _____</i>
<i>Tall White Wicker Flower Stands (pair)</i>	<i>\$10 X _____ = \$ _____</i>
<i>Short White Wicker Plant Stands (pair)</i>	<i>\$10 X _____ = \$ _____</i>
<i>6" Lighted Trees</i>	<i>\$6 X _____ = \$ _____</i>
<i>Punch Bowl</i>	<i>\$5 X _____ = \$ _____</i>
<i>Chalk Board Sign</i>	<i>\$5 X _____ = \$ _____</i>
<i>Black Vase w/ White Flowers</i>	<i>\$5 X _____ = \$ _____</i>
<i>White Column w/ Lighted Sticks</i>	<i>\$5 X _____ = \$ _____</i>
<i>18" Lanterns w/ Candles</i>	<i>\$5 X _____ = \$ _____</i>
<i>22" Lanterns w/ Candles</i>	<i>\$5 X _____ = \$ _____</i>

<i>Package Price:</i>	<i>\$ _____</i>
<i>"Add On's"</i>	<i>\$ _____</i>
<i>- Security Deposit:</i>	<i>\$ 500.00</i>
<i>Total:</i>	<i>\$ _____</i>

**Due (30) days prior to event.*

CONDITIONS AND GUIDELINES

- Renter and caterer must ensure trash must be properly bagged and tied and place in trash units.
- Renter and caterer may use outdoor kitchen, must be cleaned up after use.
- Renter has use of Gas and Charcoal grills.
- Put cigarettes butts in proper disposal units.
- Candles or open flames must be approved. Sterno heat is allowed for food warmers.
- Staff must approve all decorations that require nails or screws. (Must be removed after event)
- If you need additional time to decorate, please book in advance.
- All decorations must be removed after the event.
- Stairs and railings are to be used only in a normal manner. Running and sliding are strictly prohibited.
- All guests must remain in the designated areas.
- Outdoor bathroom on property.
- Ice maker available for renters use.
- Adult supervision of all minors is required at all times.
- No swimming or throwing things off deck or porch.
- Parking will be arranged under the direction of Cypress Pier.
- No confetti, rice, or flower petals on property.
- Upon violation of rental terms, event is subject to shut down at the request of the Event Manager.
- No disorderly conduct or unlawful activity allowed.
- Please leave the premises in orderly condition.
- Property must be vacated when the clock strikes midnight. (Except cottage guest)
- Music and sound equipment (microphones, speakers, etc.) are permitted until 10pm. After 10pm, only acoustic music is permitted.
- Cottage check-In @ 2pm, check- out @11am.

My signature indicates that I will agree to the above conditions.

Print Name _____

Signature _____ Date _____

Must be signed with contract