

River Bluff

Facility Rental Agreement

This agreement is between River Bluff, the lessor, and _____ the lessee, for the _____ Wedding to be held _____. The parties agree to the following:

- Rental Fees** – The rental fee is \$1590 (\$1500 + tax) and covers use of River Bluff Hall, the outdoor pavilion and serving areas, wood decking, and grounds. It also includes use of one changing room for weddings. River Bluff hall and grounds usage is from 9 AM to 11 PM. All events must end by 11 PM and doors will be locked at midnight. A late fee of \$200 per hour will be charged when guests or vendors remain on the premises after midnight. The lessee is responsible for the behavior of all guests for the duration of this contract. The lessee is also responsible for notifying all vendors, family members, friends, etc of the rules and regulations of this contract and the River Bluff Facility.
- Rental Deposits and Payments** – A deposit of \$500 is required to place your date on the calendar. This deposit is non-refundable. Balance of the rental fee is \$1090 and is payable in full 60 days prior to the event. All rental fees paid are non-refundable. If full payment is not received by 60 days from the wedding date this contract becomes null and void and the facility will be immediately available for rent to another party. Make all checks payable to River Bluff. They may be mailed to P.O. Box 63, Center Point, TX 78010. If this event is cancelled by the lessor for any reason all money paid will be refunded.
- Damage Deposit** - A damage deposit of \$300 will be collected the day you arrive for your event. It is refundable if there is no damage to the buildings, equipment or furnishings and if the grounds are left in the condition they were found. Charges against the deposit will be based on cost to replace or repair any damage. Charges may exceed the damage deposit in some instances. Deposits are returned by mail within one week of your event to allow time to check the premises and furnishings for damage.
- Catering & Prep Kitchen** – A phone number of the caterer must be provided to the River Bluff Staff. Cooking of bar-be-que on site is not allowed. Any other on-site cooking (grill etc.) must be pre-approved by River Bluff and is an additional fee of \$100 - \$200 payable by the lessee. Part of the above deposit covers the kitchen area. This is a cleaning deposit and will be refunded if the kitchen area is left completely clean and orderly. This kitchen is a preparation area only and has no ovens, cooktops, or other cooking equipment. River Bluff does not provide any table linens, dishes, flatware, decorations, or waitstaff.
- Included Items** – Sound system for use in the riverside seating area *or* in the barn, 10' high iron butterfly arch for wedding ceremony backdrop, 25 round 60" diameter tables, 4 round 48" diameter tables, wood folding chairs to seat 200 guests, two 8' long rectangular tables, two 6' long rectangular tables, and golf cart to transport elderly or disabled persons to the river setting. Set-up of chairs for weddings will be done only once.

initials _____

6. **Decorating and Liability**– Limited use of River Bluff Hall and grounds prior to the start of this contract for the purpose of decorating may be arranged *48 hours in advance*. An additional fee may apply. Refrigerators will not be available until Saturday at 9AM without an additional fee. Nothing may be attached in River Bluff Hall to any wall, floor, ceiling, table or furniture with nails, staples, tape, or any other substance. In instances where we deem it necessary, a function may be ended at our discretion. Very loud music is not allowed. The staff of River Bluff will be the only ones to decide if music is too loud. Liability for damages to the premises or appointments will be charged accordingly. River Bluff is not responsible for accidents or loss or damage to personal property or equipment brought into the facilities or left on the premises after the function. Guests are not allowed to use the golf cart at any time.

7. **Security** – One officer is required for each 100 guests. The lessee will pay for cost of security officer, in cash, the evening of the function. Current charge is \$125 per officer for a minimum of 4 hours. Security fees are included in the package price for many events. Arrangements for security officers must be made through the staff of River Bluff. River Bluff will decide how many hours to have the security officers present. Security cannot be canceled within 24 hours of any event.

8. **Date Change** – If a date change is necessary, please contact the staff of River Bluff and a new date will be negotiated if at all possible. Dates cannot be changed within 6 months of the event date.

9. **Miscellaneous** – No swimming anytime. Pets are not allowed anywhere on the premises. The shower in the changing room is not a working shower. There will be no matchbooks given as wedding favors. There will be no confetti of any kind used as table décor or anywhere on the grounds. Only real flower petals may be thrown on the ground or steps. There will be no bird seed thrown anywhere on the grounds. Lessee and/or guests will not put tables and chairs away after the function. If any of these rules are disregarded, your damage deposit will be forfeited. In rainy or threatening rainy weather the sound system will not be set up outside. In very wet weather, the staff of River Bluff will be the only ones to decide if chairs may be set up in the riverside meadow areas. Guests are not allowed in the river meadow areas after dark.

11. **Rehearsal** – One hour of rehearsal time is allowed on the day before your wedding if the facility is not under contract for another event. 24 hours notification to River Bluff is required with the time of your rehearsal. Use of River Bluff Hall and/or grounds for rehearsal dinner or party is an additional fee of \$100 per hour and must be arranged 48 hours in advance.

Our signatures here indicate that we have carefully read the above and agree to all rental fees, late fees, policies, and requirements.

Lessor, River Bluff

Lessee, _____

Signature by Kenneth H. Wardlaw or
Sherry C. Wardlaw

ph# _____
(where you can be reached any
time before your event date)

_____ Date

_____ Date

