

Rental Rules and Regulations

Reservations, Fees, Deposits, and Refunds

- Events can be placed on a tentative hold for seven days with signed contact sheet. Tentative bookings are automatically released after seven days unless deposit is received.
- Reservations are confirmed ONLY when the site fee has been paid in full. Site rental fees are nonrefundable.
- An 8% damage/cleaning deposit in the form of a separate check is required prior to the event. This check will not be cashed and will be returned to the renter upon completion of the event if:
 - All decorating items you choose to supply are removed.
 - No prohibited items are used during the event.
 - No property of Dara's Garden is lost or stolen during your event.
 - Your event does not exceed its allotted time frame.
 - The house or gardens of Dara's Garden incur no damage during your event.
 - The renter leaves the house and gardens in a clean and orderly condition.

Last Minute Adjustments/Changes to Contract

All details are finalized two weeks prior to the date. In the rare case you need to make last-minute adjustments, a \$100 administration fee will be assessed for each adjustment.

Food and Beverage

All food and beverages served at Dara's Garden must be arranged through our exclusive vendor, Rothchild Catering. Only food and beverage delivered by this vendor is allowed onto the property.

Alcohol Service

All alcoholic beverages must be arranged through our exclusive vendor, Rothchild Catering. All state laws will be strictly enforced. Family members or guests who give an underage person an alcoholic beverage will result in termination of the event with full payment still due. Any guests or customers who bring alcohol onto the property will be asked to leave and understand that this could result in immediate closure of the entire event with full payment still due and no refunds. All alcoholic beverage services must cease at least 30 minutes prior to the conclusion of the event. Persons with parties of 100 or more and alcohol services MUST pay for a uniformed officer to be present on the property at all times. The officer will be arranged through the sales staff of Dara's Garden. Without a uniformed officer present, no alcohol will be served to parties of 100 persons or more.

Times

All events must end by 10:30 p.m., and the facility must be vacated by 11:00 p.m. Setup may not begin prior to the access time in your contract.

Security

Any event with over 200 guests is required to hire a licensed and insured security guard.

For events with 100 persons or more and alcohol service, the sales staff of Dara's Garden will arrange for a uniformed officer to be present for the duration of the event. The renter is responsible for payment of the officer.

Items may not be stored at the facility. At the conclusion of the event, personal items and decorating items must be removed from the premises. Dara's Garden is not responsible or liable for any personal items lost, stolen, or damaged.

Decorations

In maintaining an environmentally friendly site, Dara's Garden will not allow rice, glitter, confetti, shredded paper, or balloons onto the premises. No silly string, shaving cream, or white paint shoe polish is permitted. Fireworks are strictly prohibited. Any candles must be dripleless and used in such a manner as not to create a fire hazard or cause harm to plant materials, grounds, building, tables, and linens. Items may not be attached, nailed, taped, wired, clamped, etc to any of the buildings, posts, trees, or ornamental garden items.

Tear Down and Clean Up

It is the responsibility of the renter to insure proper clean up is completed on the day of your event. Any damage to the facility should be reported immediately. Clean up must occur immediately following the conclusion of the event and must be completed within the contractual time. All food and beverage clean up is the responsibility of Dara's Garden's exclusive vendor.

Delivery and Set Up

All deliveries and setup arrangements must be made through the designated area at written, preapproved times. Dara's Garden will assign personnel to monitor the event from setup to gate locked.

Entertainment

All forms of entertainment (disc jockey, live band, etc) must abide by the Dara's Garden contractual time.

Vendors

The renter is responsible for subcontractors/vendors. The renter must provide Dara's Garden with all vendor names and contact information for the vendor to be allowed onto the property. Vendors must submit to Dara's Garden a copy of their business license and completed vendor sheet. Failure to do so will result in the vendor not being permitted into the facility.

Smoking

Smoking is prohibited inside all gardens and facilities. Smoking is allowed in designated areas ONLY. Persons caught smoking in prohibited areas may be asked to leave the event.

Objectionable Persons

Dara's Garden reserves the right to ask any person or persons to leave the premises for lewd or indecent actions, fighting, intoxication, loud or abusive language, or other offensive conduct.

Merchandise

Selling of any type of merchandise by an outside vendor is prohibited without specific written approval by Dara's Garden management.

Damages

The renter will be responsible for all damages, costs, and expenses to the facilities and gardens of Dara's Garden during your use of the property. The renter agrees to comply with all state laws and regulations.

Liability

The renter will be responsible for any and all injury to persons or damage to property during the renter's use of the facility and gardens. You agree to hold the owners, employees,

agents, staff, and under contract persons of Dara's Garden harmless as a result of any damage or injury suffered by the renter or guests/invitees of the renter caused by you while on the property of Dara's Garden. You agree to compensate Dara's Garden, its owners, employees, and other contract persons for any hurt, loss, or damage as a result of your acts while on Dara's Garden property.

I, the undersigned, have read, understand, and agree to the rental guidelines set forth in this contract by Dara's Garden.

Name: _____

Signature: _____ Date: _____