

## Stillwell Corporate Event Booking Agreement

**1. Cancellation:** Either party may cancel a booked date. Should the renter cancel, the booking fee, and interim deposit, and all other fees are **Non-Refundable**. Deposits are also non-transferable to any other parties or individuals. If the renter does not meet all financial obligations, The Stillwell House will consider the event cancelled by the renter. Should The Stillwell House cancel an event, all paid fees would be refunded. Weather is not considered a valid concern for a refund; cancelled events may only be re-booked within 12 months of the original booking date.

**2. Change of Date:** If a new, re-booked date is approved by The Stillwell House, your new date will be subject to the following charges:

1. A flat \$350 date change fee; 2. An additional deposit of 500.00; 3. A graduated date change rebooking fee. Date change re-booking fees will be based upon the timing of your date change; costs and fees will be based on current rates at the time of date change. i.e.:

**If you re-book within 1-3 months of your original date, you will incur a \$300 date change re-booking fee**

**If you re-book within 4-6 months of your original date, you will incur a \$600 date change re-booking fee**

**If you re-book within 6-12 months or beyond of your original date, you will incur a \$900 date change re-booking fee**

Re-booked event dates will be based on the costs and pricing of the current rates at the time of your date change. If your pre-approved date change is within one year of the original date, all fees paid for the former date will be applied to the new date. Any/all original discounts and pricing MAY NOT be honored for your new date. Weather is not a consideration for any refund or date change issues. We will hold all deposits for a re-booked date up to one year.

**3. Change of Address:** Client is responsible for notifying The Stillwell House of a change of address or phone number. Communication between the renter and House must be maintained throughout the pre-event period.

**4. Catering Satisfaction:** The Stillwell House offers in-house catering services, included in your price per person. Your catering menu is to be decided within 4-6 weeks of your event. A menu will be developed, in which you must confirm at your final appointment. All special dietary requests must be given at your final appointment, arrangements on the day of the event are usually impossible to accommodate. No leftover food may be taken from the facility, unless discussed at final meeting and a liability waiver is signed by an authorized person. No outside food, perishables, or other food items are allowed, with the exception of baked goods. The Stillwell Catering Company is the licensed, bonded insurance holder of all catering operations.

**5. Service:** On Full Service Package the 'Service' fee includes; set up and breakdown according to the Final Worksheet, China Plates for all courses, stainless steel flatware, glassware at dinner tables, beverage service at dinner, banquet servers, and cake cutting.

**6. Alcoholic Beverages:** The bar will serve for **FOUR HOURS** during your event, and will not serve past that window. Clients provide their own alcohol, but must use in-house bartending for an additional fee. **NO SHOTS OF ALCOHOL, KEGS, UNDERAGE (UNDER 21), EXCESSIVE DRINKING, OR SELF-SERVE ALCOHOL IS PERMITTED.** We reserve the right to stop serving alcohol at our discretion. No cocktails or open containers of alcohol may leave the premises at any time during or after an event. Left over full bottles of alcohol are to be picked up at the conclusion of the event. The Bartender puts a tip jar on the bar to collect tips for their services throughout the event. If you prefer to eliminate the tip jar, there is a required cost per person, which will be calculated as a gratuity for the bartender, equaling to \$3.00 per guest, per bartender. Clients are 100% responsible for any misconduct regarding alcohol.

**7. Damage Deposit:** A credit card number is taken and put on file for the purpose of an applicable reckless damage/cleaning deposit. Should The Stillwell House need to use your deposit, you will be notified within one week from the completion of your event (\$100.00 minimum charge).

**8. Illegal Activity:** The Stillwell House strongly prohibits any illegal activity such as drug use, underage drinking, etc. Anyone found to be in violation of any such law will be immediately asked to leave the premises.

**9. Smoking:** Smoking is permitted in the Courtyard only. No smoking is permitted inside the house or cantina.

**10. Event Pre-Time Arrivals:** You and your immediate wedding party are allowed on the premises of The Stillwell House two hours prior to your event time. Your vendors are granted access to The Stillwell House four hours prior to your event time. Any pre-approved rehearsals are limited to 1 hour.

**11. Rental Period and Curfew:** Events are booked for a maximum of 4 hours. A two-hour grace period is available immediately prior to the event for set-up, decoration, and photographs. All events will observe a 12am curfew. Additional reception time is \$400 per hour. A pre-approved one hour rehearsal may be scheduled within 4 weeks of your event; we are unable to schedule them any earlier due to other bookings. The Stillwell House reserves the right to change your ceremony rehearsal time/date for any other special accommodations that may arise.

**12. Decorations:** Decorating is limited to a two hour time period immediately prior to the event. The bar will be CLOSED during this time in preparation for guests, and staff will be occupied with set-up. Any non-alcoholic beverages and snacks needed before the event should be arranged ahead of time and kept in the bridal room. Additional time may be available at a per hour cost. Any items that difficult to clean or that damage the facility are not permitted. The Bridal room must also be carefully treated and is included in the damage deposit. A general list of prohibited items: Glitter, birdseed, confetti, toilet paper, rice, wire, staples, permanent tape, nails and tacks.

**13. Music and Entertainment:** Music in the courtyard must be maintained at a reasonable level as a courtesy to neighbors and to comply with city ordinance. Final judgment of appropriateness of the music lies with the House.

**14. Children:** A designated adult must strictly monitor Children at all times. They are not allowed in private areas, nor allowed to play on staircases, walls, gates, etc. House may request the removal of any child who does not follow policy.

**15. Personal Possessions:** The Stillwell House is not responsible for any items left at the property after our event. For example; cameras, extra cake, additional alcohol, decorations, etc. Please contact us if you feel any items may be missing after your event and possible we are able to assist you in locating them, although it is not our responsibility. All items from your wedding must be taken on the evening of your event.

**16. Vendors:** Stillwell offers no warranties toward 3<sup>rd</sup> party service companies. Vendors are allowed on the property in coordination with your event timeline.

**17. Gift Table:** The Stillwell House is not responsible for any wedding gifts. Please bring a secure gift card box for "envelope" gifts.

**18. Method of Payment:** Due in full. Cash, credit cards, and commercial and personal checks accepted. All major credit cards subject to a 2% charge on total

Accepted by:

\_\_\_\_\_  
The Stillwell House

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

Booking Number: \_\_\_\_\_

### Stillwell Corporate Event Booking Agreement

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Alternate Contact \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Fax Number \_\_\_\_\_

Event Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Event Description \_\_\_\_\_

Caterer \_\_\_\_\_ Cantina: Y/N House: Y/N Courtyard: Y/N

**This agreement is on based \_\_\_\_\_ guests at \$ \_\_\_\_\_ per person plus tax and gratuity as stipulated in the Corporate Package Pricing Guide. Minimum Guests Required \_\_\_\_\_**

Number of Adults: \$ \_\_\_\_\_

**SUBTOTAL** \$ \_\_\_\_\_

Additional Add-Ons \$ \_\_\_\_\_

Bartending Fee \$ \_\_\_\_\_

Tax 9.1 \$ \_\_\_\_\_

Gratuity 20% \$ \_\_\_\_\_

'Damage Deposit'

**TOTAL:** \$ \_\_\_\_\_

cc#: \_\_\_\_\_ Discount:

**TOTAL DUE:** \$ \_\_\_\_\_

Facility Deposit: (\$500) \$ \_\_\_\_\_

Interim Deposit: (\$1000) \$ \_\_\_\_\_

**BALANCE DUE:** \$ \_\_\_\_\_

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Stillwell Rep: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only: DEPOSITS/PAYMENTS**

Facility Recvd \_\_\_\_\_ \$ \_\_\_\_\_

Catering Recvd \_\_\_\_\_ \$ \_\_\_\_\_

Interim Recvd \_\_\_\_\_ \$ \_\_\_\_\_

Other Recvd \_\_\_\_\_ \$ \_\_\_\_\_