



Reservations

A non-refundable reservation fee of \$500 is required to reserve the facility. The balance of the rental is due no later than 2 weeks prior to the event.

Cancellation

If written notice of cancellation is not received in our office 90 days prior to the date of the event your entire rental fee will be due. If you send written notice of cancellation before the 90 day deadline, you will lose only your deposit.

Final Balance Due Date

At time of rental agreement we will set up a 2 week prior appointment. At this appointment, we will decide on final count, seating arrangements and general details. Your entire balance plus the damage deposit will be due at this time. NO EXCEPTIONS

Damage Deposit Agreement

The damage deposit of \$200 (\$400 if alcohol is served) may be applied against any cost to repair or replace damage or loss occurring caused by you and your guests. This deposit will be due 14 days prior to your event. Cash, personal check or credit card number will be sufficient for this payment.

There are a few places in the Lodge posted STAFF ONLY (kitchen, sound room, supply room & garage). Should we find members of your party in those areas, you will lose your deposit. An inspection will be conducted by KILHAREN'S MANAGEMENT before and after the event. You have the right and are encouraged to participate in the inspection.

If by chance the damage deposit does not cover the repairs or replacement: the unpaid expenses will be billed to you and you agree to pay expenses within (10) days of receipt. This deposit may also be used to compensate for time used in excess of the scheduled/paid for amount. The damage deposit will be returned to you within 3 days after to the event. If you do not pick up the check, it will be voided and mailed back to you.

- **Parking is not allowed in the circle drive or by the garage door.** Please move all vehicles to parking lot immediately after load in. It is your responsibility to tell your vendors and guests. You will be warned once, and then vehicles will be towed, at owner's expense.
- Smoking is only permitted outside of the Lodge.
- All food and beverages must be supplied by Kilharen's Lodge, with the exception of wedding cakes and punch.
- All leftover food, and your decorations, must be removed immediately following the event.
- Only approved fasteners may be used to hang signs or other material in the Lodge.
- No rice, birdseed or confetti may be used. Bubbles, bells and sparklers are some approved ideas.
- No shoe polish or shaving cream may be used that would harm the interior or exterior of the building. This includes the sidewalks.
- All alcoholic beverages must be purchased through Kilharen's Lodge. No exceptions! Outside alcohol in the building will result in loss of your deposit.
- No one is allowed in the posted "staff only" areas of the Lodge. For example, the kitchen, sound room, supply room or garage area of the Lodge.

FAILURE TO COMPLY WITH THE GENERAL CONDITIONS WILL RESULT IN FORFEITURE OF \$200/\$400 DAMAGE DEPOSIT

- Kilharen's shall not be held liable for any loss, stolen, missing or damaged personal property. Guest agrees to indemnify and hold Kilharen's Lodge harmless from any and all claims arising from lost, stolen missing or damaged personal property.
- Guest agrees to release, indemnify and hold Kilharen's Lodge harmless, including the attorney fees and costs incurred, from any and all claims or judgments arising from the guests' use of the Lodge and surrounding areas, including but not limited to, any claims for damages and injury.
- Kilharen's Lodge will be responsible for obtaining a signed copy of this contract agreement prior to rental.