

General Contract Agreement

The Lessee agrees to the terms and conditions listed below as set forth in this contract. The contract must be signed and returned with the holding deposit.

Payment

A non-refundable deposit (50% of rental Fee) is due at the time the date is reserved. Total balance must be paid in full 30 days prior to the event. Payments should be made to The Bonneville House Association. Cash/check are the preferred methods of payment. We do accept all major credit cards as an alternative form of payment with a 3% processing fee.

Event Terms & Conditions

Liability/Damages

- Lessee is responsible for any damage and/or theft of furniture, equipment, or other items.
- Lessee is responsible for any/all damages caused by vendors and guests; this includes any violations of the contract caused by vendors.
- The Bonneville House requires that the Lessee provide their credit card information to be held on file for potential damages.
- The Bonneville House Association is hereby released from any liability for any physical injuries or property damaged while sustained by or to the Lessee and/or guests. The Lessee agrees indemnity and holds harmless The Bonneville House Association for any physical injury or property damage.
- The Bonneville House Association does not provide alcohol for any event. We do allow the Lessee to bring in their own alcohol to be served to guests. No one under the age of 21 years old will be allowed at the bar. Guests are NOT allowed to bring in their own alcohol. Cash bars will NOT be permitted unless the renter has the proper liquor license that is required in the state of Arkansas AND a licensed bar tender. We require the Lessee to book a bar tender if alcohol is being served at an event. The Bonneville House can furnish a bar tender for \$20/hr (this is not included in the total rate). Self service bars will not be allowed. Furthermore, the Lessee is solely responsible for ensuring that their guests are sober before leaving the Bonneville House Association or assign a designated driver. The Bonneville House DOES NOT assume responsibility for any incident as a result of failure to comply with our alcohol policy. Under aged drinking and intoxicated drivers will be reported to the Fort Smith Police Department

Lessee initials _____

Code of conduct

- The city of Fort Smith noise ordinance requires all outside events and music be concluded by 11:00pm. The Bonneville House Association requires that all events be concluded before 12:00am (midnight).
- The Bonneville House Association is exclusively a non-smoking/ Tobacco free facility. Smoking is only allowed in designated area. A \$200 fee will be applied to final bill if this rule is violated.

- We reserve the right to escort any persons of bad conduct off the premises

Lessee initials _____

Notice of Changes

- The terms and conditions are subject to change and the Lessee will be notified in writing of these changes.
- The rates and deposit are not subject to change.
- The Bonneville House Association is not responsible and therefore cannot be held accountable for changes made due to Mother Nature and/or Natural Disasters.

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Decorations/Furnishings

- The Bonneville House Association Executive Director must approve items being used in the Bride & Groom send-off. No glitter, confetti, rice, or birdseed is allowed in the house or on the grounds. A \$200 cleaning fee will be applied to final bill if this rule is violated.
- Only mechanical candles are allowed for use at The Bonneville House
- Nails, pushpins or other fasteners may not be used to hang signs or other materials on the doors, walls, ceilings, or floors of the Bonneville House. A \$500 fee will be applied to final bill if this rule is violated.
- In order to maintain an elegant atmosphere at the Bonneville house, we require that the decorative items and furnishings NEVER be moved without the approval and assistance of the Executive Director. A \$500 fee will be applied to your final bill should this rule be violated.

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Guest Accommodations

- Maximum occupancy inside The Bonneville House is 100. The courtyard and front lawn creates limitless possibilities for large events by providing tents and additional seating (not included in rental pricing)
- The 2nd floor rooms are to be used by bridal party and/or guest of honor only. We do not encourage guests to use this area as a hang out. In the rare occasion of inclement weather, the Bonneville House Executive Director may use the 2nd floor for additional guest seating in which we would welcome the renter and their guests to use that area.
- A Bonneville House assigned parking attendant is required when event occupancy exceeds 100 guests (not included in rental pricing).
- Lessee is responsible for ensuring that their guests have vacated the premises by the agreed upon contracted rental time. In the event the contract time is exceeded, the overtime-hourly rate applies (\$200/hr)
- Children are welcome to come to the Bonneville House. However, they must be attended to and supervised by an adult (18yrs+) at all times. Children are not allowed to run in the house or play on the stairs or in upstairs bedrooms/bathrooms.

- Guests should use the parking lot adjacent to the property at 7th and C street, or street parking where available. Parking on the grass median along D street is prohibited. Parking behind the house (employee entrance) is prohibited. This parking is reserved for employees, caterers and deliveries only. It is the Lessee's responsibility to inform guests of where parking is allowed. Violation of this rule will result in vehicles being towed away at the owner's expense.

Lessee Initials _____

Catering/Staff

- The Bonneville House Association requires that Lessee use a professional caterer who is licensed by an Arkansas Department of Health. Lessee must inform the executive director of who they have chosen as their caterer 30 days prior to their event. The caterer is responsible for food preparation and clean up. For smaller events (under 30) we do allow Lessee to bring in non-catered finger foods with prior approval from the Executive director. Food must be brought into the Bonneville House already prepared and ready to serve. Lessee is solely responsible for the health and safety of their guests. The Bonneville House Association will not be held liable for food that is not catered by the Bonneville House.
- The Bonneville House Association requires that our staff work every event. Friends, relatives, and outside wait staff will not be included in our required amount of staff that we must have present at each event. It is solely up to the Executive director to use his/her discretion on how many staff to schedule. Our staff will be charged at \$18/hr, per staff, for set-up prior to your event, working the event, and clean up. Because we offer our staff as a service to you, we do not charge a cleaning fee or require you to do any set-up or clean up other than any decorations you bring of your own. Please take note that our staff are not considered event coordinators, therefore they should not be used for decorating services. They will take care of table, chair and linen set-up, food buffet management, bar tending, guest service, dish washing and clean up (not included in rental pricing).

Lessee Initials _____

Amenities

- The Bonneville House gladly offers the use of our tables and chairs to our guests at no additional cost. However, we have a limited amount of table and chairs. Additional tables and chairs may have to be rented to accommodate your guests. It is the sole responsibility of Lessee to order and pay for additional seating.
- The Bonneville House gladly offers the use of our dining ware to our guests. This includes our basic (green country kitchen/red classic) plates, silverware, drinking glasses, wine glasses, flutes, coffee cups, silver trays, drink dispensers, and serving utensils. However, we have a limited amount of place settings. Additional plates and silverware may have to be rented to accommodate your guests. It is the sole responsibility of Lessee to order and pay for additional place settings.

- The Bonneville House has additional amenities that are available for our guests to rent and/or purchase. This includes table linens (all tables must be covered by a linen), silver cake stands, catering dishes, napkins, tea/water, ice, coffee, wedding signs, ect.... A list of those items will be provided to the Lessee upon request (not included in rental pricing).
- The Bonneville House has a list of preferred vendors that we gladly share with our guests. The list includes; Photographers, Dj's, Caterers, Florist, Chair/Table Rentals, Wedding Planners, ect.... We provide this list as a courtesy to our guests because we have built a good relationship with these vendors over the years of doing business with them. Most of our preferred vendors offer a discount to our guests. However, we are in no way affiliated with these businesses and The Bonneville House Association cannot be held accountable for the way that our preferred vendors conduct business. Should a problem arise, please be sure to let our executive director know. Again, this is simply a recommendation. You are welcome to choose vendors that are not on our list.

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Additional

- Dancing is NOT allowed inside the Bonneville House due to the preservation of the house foundation. Dancing is allowed outside and in the courtyard. In the event of inclement weather the executive director will work with the lessee to accommodate limited dancing inside the house (for bridal party or guest of honor only). It is the Lessee's responsibility to inform DJ and guests of our policy on dancing. Violation of this rule will result in a \$500 fee being applied to final bill.
- Multimedia (photos, videos, etc.) collected by The Bonneville House may be used in any publicity releases, advertising, online outlets, or any other publications.
- As a courtesy we offer a free consultation for large events to discuss the details of your event. We are in no way considered an event planner. This consultation is to simply help you feel at ease about your event and make sure that we know how you would like for things to be set up. The consultation MUST take place during normal business hours. There will be a \$25/hr fee applied if a weekend or after hour's consultation is requested.

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I have read and understand the Bonneville House Association rental policies and procedures listed in the above contract. Signing this contract signifies acknowledgment and acceptance of the Bonneville House Association rental policies and procedures. I agree to make my guests, caterer and any other persons I contract with for my event aware of these policies. Failure to comply with the Bonneville House Association policies and procedures will result in additional charges, possible cancellation of the event, and/or removal from the premises.

Signature of Responsible Party

Date