

## Historic Rosedale Plantation Grounds Rental Contract

*Thank you for selecting Historic Rosedale for your special event. We hope you enjoy this magnificent 200 year old plantation.*

1. In order to hold an event on Historic Rosedale property, you must use our "preferred vendor" list which will be provided to you when your deposit is paid. These vendors include caterers and events coordinators. Any type of event requires a professional co-coordinator. Rosedale does not offer or conduct event management or coordination; you are required to work with a professional.
2. No date is held on the calendar until a 50% NON-REFUNDABLE deposit is paid. The deposit must be received a MINIMUM of 60 days prior to the event. Book early to insure your date is saved. If your event cancels for ANY reason your deposit will not be refunded.
3. The balance of the rental fee is due 7 days prior to the event. NO event may begin until the balance is paid in full.
4. If your event will host more than 100 people you must hire an off duty police officer for parking and security. If your event hosts 250 or more people you are required to hire 2 off duty police officers.
5. If the number of your event exceeds 85 people and/or lasts for more than 2 hours you are required to rent "sink-in/lavatory-in" port-a-johns.
6. The house is not open for any portion of a wedding reception or rehearsal dinner; rentals are for GROUNDS only.
7. No dressing areas are provided.
8. A special home tour may be scheduled for corporate events or business functions for an additional fee of \$4.00 per person.
9. An additional \$250.00 refundable deposit will be added to your rental fee. In the event that additional or excessive clean up is required this fee will not be refunded. Insufficient clean-up will be determined by Historic Rosedale or a preferred vendor.
10. Rosedale will not bear any liability for damages or injury. Please read and sign the liability waiver attached to our application.
11. Rosedale is a non-smoking property.
12. All party or event material must be removed within 24 hours of setup. Rental deliveries and pick-up must be made on the day of the event unless special arrangements are made.
13. Grounds must be completely vacated by guests within 30 minutes of agreed rental time. If any schedule runs over 30 minutes or more; there is a \$100. per one-half hour charge which will be billed in one half-hour increments.
14. All guests must use Rosedale parking lot on the right side of the property unless otherwise approved.
15. Dance floors are allowed for an additional fee of \$500. They must be picked up within 12 hours of completion of event.
16. Bands shall not consist of more than 4 members and music should not be heard beyond the immediate area of the house.

All guests and event related personnel must be off site by 11pm. To avoid the over run charge of \$100 per half hour, it is advised that events end by 10pm.