

Wildwood Wedding Venue

Policies and Important Information & Event Reservation Form

Reservation, Deposits and Payment

1. After confirming the availability of your requested date and basic venue fee for your event, a **non-refundable deposit of 30% of rental fee**, submitted with a completed & signed **Policy and Important Information & Reservation Form** is necessary to reserve your date and time.

2. The deposit may be remitted in the form of Cash, Check or Money Order, made payable to Wildwood Wedding Venue. We do accept Debit or Credit Cards. There will be 3.75% added to the total charged on a card. Upon receipt of forms and required deposit, a receipt reflecting your payment will be returned via email (or mail if requested.)

Please mail your completed forms and the deposit to: Wildwood Wedding Venue, P.O. Box 455, Lake City, SC 29560. Please do not mail cash payments. Note: The date and time cannot be guaranteed if the form and deposit are not received within 7 days of your email or verbal commitment.

4. **The balance due is required ninety (90) days prior to the event date and is non-refundable.**

5. **A Security/Damage deposit of \$500.00 is required ninety (90) days prior to the event as well as a credit card on file.** This is to be paid in the form of a separate check, cash, credit or debit card, (add 3.75% for a card). This is fully refundable within fifteen (15) days following the event, provided the following provisions are met:

- a. No damage is done to the structures (the church or the barn), the contents, or the grounds, and all are left in arrival condition.
- b. Barn, all contents indoor and all structures and décor outside are left in arrival condition.
- c. Church, all contents indoor and all structures and décor outside are left in arrival condition.
- d. All personal items and decorations are removed from the premises (unless other written arrangements are made.)
- e. Leftover food must be put in the refrigerator and all food scraps put in trash on the night of the wedding. Do not place trash bags on the floor, inside or outside. Put in cans on trailer provided at the back of the barn. Wipe out cans as needed. Do not replace bags. Leave all trash cans at the back right door inside the barn-in the corner on the side with the alarm panel.
- f. Take out all trash in the bridal room, bridal bathroom, outside bathrooms, church and church bathrooms. Do not forget the little cans in the stalls. Make sure cans are clean and wiped out as needed. Do not replace bags.
- g. Roll liquid waste containers to the back right door inside the barn-in the corner on the side with the alarm panel. (We will empty)
- h. Please do not drag tables, chairs, or trash cans on the barn floors.
- i. Put all tables and chairs back on the racks. There should be 84 chairs per rack (unless other written arrangements are made).
- j. Sweep floors in bridal room, kitchen, bathrooms, barn, church and fellowship hall.
- k. Wipe down all countertops in kitchen (barn and church), bridal room and bathrooms.
- l. Make sure bathrooms at the barn and in the church are clean and toilets are flushed.
- m. Set all wall units to 72 degrees before you leave. (bridal room, both bathrooms, barn (3 units) and church)
- n. Turn off lights in buildings and lock all doors.
- o. No damage to any equipment or property or missing equipment or property.
- p. All decorations must be approved, and you may only put them on specified hooks or devices we have provided. **NO NAILS, TACKS, COMMAND STRIPS, PAINT, ETC. CAN BE USED.**
- q. No fireworks, other than sparklers may be used. Sparklers and bubbles may only be used outside. They may not be used near any buildings on the property. Also Not Allowed: Glitter, rice, loose crystals or things that will scratch the floor, confetti, and party string. Flower petals must be removed by you from the grounds during cleanup. If you have cardboard boxes to dispose of, break them down and put them in the cans on trailer provided at the back of the barn.
****Damages to grounds, barn, buildings, décor, equipment, missing items and excessive cleaning needs, including collecting cigarette butts from the grounds, will be billed to the customer. **A copy of a valid credit card will be kept on file for this purpose.** You are responsible for your guests and vendors.
- r. No ice-filled containers are permitted inside the barn.

Important Information

1. Weddings will only be permitted between a biological man and a biological woman.

2. Wildwood Wedding venue is a **NO SMOKING/VAPING** facility. **No smoking or tobacco products are allowed in the Barn, in the Church or in the restrooms.** An outside area will be identified, and butt/ash buckets are provided. No open flame candles

allowed. Candles in containers are permitted with the hosts approval. No weapons, including firearms, are permitted on the property, including those with a concealed carry permit.

3. SERVING OF ALCOHOL IS STRICTLY PROHIBITED. NO ALCOHOL ON PROPERTY.

4. No pets are permitted at any time on the premises. Please ask your guests to leave their pets at home.

5. Children **are to be accompanied by an adult at all times.** There are areas where an unattended child could get hurt on and around this property. Special provisions are not provided. **Children are not allowed to play on the staircases in the barn.**

6. No persons are allowed to be in or around any of the buildings on the premises, except the Barn, the Church and the restrooms.

7. Wildwood Wedding Venue Hosts have the right to be present at your event. Wildwood Wedding Venue may use photographs from your event.

8. ALL MUSIC SHOULD BE KEPT TO APPROPRIATE LEVELS.

9. Event liability insurance is required for all events. Renters may either:

1. Obtain their own policy through eventsure.com and provide proof of coverage, or
2. Purchase event insurance through the venue for an additional \$175.00, which will be added to the rental total and handled on the renter's behalf.

10. It is expressly understood and agreed by and between the parties that Wildwood Wedding Venue shall not be liable in any manner and shall be held harmless for any injuries or damage caused by persons, property, materials or other things or articles whatsoever while said persons are on said property. You agree to defend, indemnify and hold harmless Wildwood Wedding Venue from and against any and all claims, suits, costs and expenses (including legal fees and expenses), arising in any way out of or related to your rental, being on the property for any reason, including the participation of your invitees to Wildwood Wedding Venue. **You expressly and voluntarily assume all risk and responsibility, and you release Wildwood Wedding Venue and owners from any and all claims, liability, demands, causes of action, injuries and/or damages arising in any way, including without limitation, death, personal injury, property damage, and any other loss or liability that may be incurred by you or your invitees to Wildwood Wedding Venue.**

We will not be responsible for any loss or damage to any personal property.

By accepting this reservation, it is agreed that all guests are expressly assuming the risk of any loss or harm arising from their use of the premises or others whom they invite to use the premises.

I have read and understood the rules and regulations. I certify that I am at least 21 years of age and that I will be held responsible for the care of the property being rented under my name. I accept full responsibility for any damages or losses assessed during or discovered after departure. I also accept full responsibility for any extra cleaning charge assessed during or discovered after departure from the above rental, and I authorize these charges to be subtracted from the security deposit or charged to the debit or credit card on file. If damages or cleaning costs exceed my security deposit, I will be responsible for the full amount.

Signature of Responsible Party

Date

Signature of Responsible Party

Date

Printed Name _____

Address _____

Phone Number(s) (Home and Cell) _____

E-mail Address _____

Printed Name _____

Address _____

Phone Number(s) (Home and Cell) _____

E-mail Address _____

Final Balance _____ will be due 90 days prior to event and is Non-Refundable at that time.

Security Deposit of \$500.00 (separate check), cash, credit or debit card, (add 3.75% to use card) due _____, 90 days prior to event. (Refundable)

Please return the **signed Policies and Important Information**, and other forms, along with the **30%** deposit in the form of Cash, or Check, made payable to Wildwood Wedding Venue.

Cancellation Policy and Credit Card Authorization

Cancellation Policy: RENTER MUST READ & INITIAL

Deposits are non-refundable unless the event is cancelled **one year** out of date of booking. If it becomes necessary for you to cancel your event, we will only be able to waive your liability for the balance of your contract **if we rebook your date**. As a reminder, if we are not available to rebook your scheduled event date, you are liable for the full remainder of your contracted balance.

Renter Initials _____ **Date** _____

I agree to have Wildwood Wedding Venue charge my credit card should there be any damage above and beyond the \$500.00 security deposit:

Payment Information:

Type of Card _____ Exp Date _____

Credit Card Number _____

Billing Address _____

CVV # _____ Zip Code _____

Signature of Renter _____

Date _____

