

Bonneville House Party Rental 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 rental date. Failure to pay could result in forfeiture of the reservation without refund. Cash or checks are the preferred methods of payment. A \$25 fee will be applied for returned or canceled checks. Payments should be made to The Bonneville House Association and can be mailed to P.O. Box 5622 Fort Smith, Ar. 72913 or dropped off at our office at 318 N. 7th Street Fort Smith, Ar. 72903. We do accept all major credit cards as an alternative form of payment with a 3% processing fee. Any additional fee's that are applied during your event will be due upon conclusion of the event. Unpaid balances will be sent over to collections after 30 days.

Event Terms & Conditions

Liability/Damages

- Lessee is solely responsible for any damage and/or theft of Bonneville House property
- The Bonneville House requires that the lessee provide their credit card information to be held on file for any potential damages resulting from the use of the Bonneville House by the lessee or their guests.
- The Bonneville House Association is hereby released from any liability for any physical injuries or property damaged sustained by or to the Lessee and/or guests while on the premises of the Bonneville House. Lessee agrees to indemnify and hold harmless The Bonneville House Association for any physical injury to the lessee, guests or property damage to any Bonneville House property or property of guests or invitees while using the Bonneville House by the lessee.

Guest Accommodations

- We provide tables & chairs for up to 49 guests for our birthday party rentals. Parents are welcome to stand in the party room or sit across the hall in the parlor room (if additional seating is available).
- Lessee is responsible for ensuring that their guests have vacated the premises by the agreed upon contracted rental time.
- Children 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 or 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.

Decorations/Furnishings

- If you wish to bring decorations please arrange in advance with our Executive Director. 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.
- In order to maintain an elegant atmosphere, we require that the decorative items and furnishings NEVER be moved without the approval and assistance of the Executive Director.
- The front entry information tables are not to be cleared off. These tables are solely for the use of the Bonneville House and our preferred vendors.
- Dining tables must be covered with a tablecloth. Plastic tablecloths will be allowed for children's parties with prior approval of the executive director.

Catering/Staff

- Our rentals include tea & water (or juice instead of tea). Parents/Hostess are welcome to bring cupcakes and/or a birthday cake. We also allow pre-packaged fruit trays, vegetable trays & meat/cheese trays to be brought in for additional snacks. For lunch parties, The Arkansas Department of Health requires that our lessee use a professional licensed caterer. Lessee must inform our Executive Director of whom they have chosen as their caterer 30 days prior to their event.
- The Bonneville House Association requires that one of our staff be present at every event. Our staff will take care of all table, chair and drink set-up. They will also assist with decorations, serve guests and take care of all cleanup once the party has concluded.

Notice of Changes

- The terms and conditions are subject to change and the lessee will be notified in writing of these changes.
- The Bonneville House Association is not responsible and therefore cannot be held accountable for changes made due to Mother Nature and/or Natural Disasters.
- All final changes to numbers of guests and catering menu must be made no later than two weeks prior to any event.

General

- In the event that your guest count goes over the maximum for the rental package you paid for, you will receive a final bill upon conclusion of your event for additional fees associated with accommodating more guests.
- Multimedia (photos, videos, etc.) collected by The Bonneville House may be used in any publicity releases, advertising, social media, or any other publications.
- The Bonneville House Association is exclusively a non-smoking/ tobacco free facility. Smoking is only allowed in designated area and at the discretion of the Executive Director.
- The Bonneville House Association reserves the right to assess fees associated with violating any rules stated in this rental agreement.

The policies and procedures contained herein may be modified/amended only by written notation and dated signature attached to this contract. There shall be no verbal modification/amendment of this contract and any written modification made after the initial execution of this contract shall be incorporated by reference. The terms and conditions contained herein shall serve as the full and final agreement for use of the Bonneville House property as entered into by their lessor and lessee.

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