

## **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**

Payment is due at the time reservation is made. 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. 7<sup>th</sup> 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 the rental will be due upon conclusion of the rental. 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 furniture, equipment, or other items.
- Lessee is solely 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 any potential damages resulting from the use of the Bonneville House by the lessee.
- 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.

### ***Decorations/Furnishings***

- 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 at the Bonneville house, we require that the decorative items and furnishings NEVER be moved without the approval and assistance of the Executive Director
- Front entry tables are not to be cleared off without prior approval of the executive director. Please do not ask our staff to move items or papers off of these tables, they are not allowed to make that decision.

### ***Guest Accommodations***

- The Bonneville House Association can provide coffee/tea service upon request (not included in rental fee). We allow muffins, donuts, pastries and fruit to be brought in for meetings. You will be required to bring your own napkins and disposables, or you can purchase ours and we will add it to your bill.

- The Maximum “seated” occupancy for meetings is 75 guests.
- Lessee is responsible for ensuring that their guests have vacated the premises by the agreed upon contracted rental time.
- Guests should use the parking lot adjacent to the property at 7<sup>th</sup> 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 could result in vehicles being towed away at the owner’s expense.
- 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.
- The Bonneville House Association requires that one of our staff be present during any type of rental. No staff fee will be applied during our daytime/business hours. However, weekend and evening rentals may not include our staff fee. Our executive director will inform you of any additional fee’s that may apply.

**General**

- Multimedia (photos, videos, etc.) collected by The Bonneville House may be used in any publicity releases, advertising, online outlets, or any other publications.
- The terms and conditions are subject to change and the lessee will be notified in writing of these changes.
- 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.
- We reserve the right to escort any persons of bad conduct off the premises.
- We reserve the right to assess fees and penalties for rule violations stated in this 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 they 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.

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Signature of Responsible Party

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Date