

General Contract Agreement- Showers & Luncheons

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.
- The Bonneville House Association does not provide alcohol for any event. Lessee will be permitted to bring in champagne and juice for a mimosa bar. No one under the age of 21 years old will be allowed at the bar. The lessee is solely responsible for ensuring that guests are sober before leaving the Bonneville House or insuring the assignment of a designated driver. The Bonneville House DOES NOT assume responsibility for any incident as a result of failure to comply with our alcohol policy or any violation of any state law regarding the use of alcohol. Under aged drinking and intoxicated drivers will be reported to the Fort Smith Police Department.

Code of conduct

- 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.
- Lessee is solely responsible for the conduct or vendors and sub-contractors to vendors. Any issues will be addressed to the responsible parties as noted by signature to this contract.

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 menus must be made no later than two week prior to any event.

- Any special staffing requests must be made directly to the Executive Director and must be approved. Such requests must also be made no later than two weeks prior to any event.

Decorations/Furnishings

- 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.
- 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.
- 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. Please do not ask our staff to move items or papers off of these tables, they are not allowed to do so either.

Guest Accommodations

- Maximum “seated” occupancy in the Grand Parlor room for smaller events is 49. Additional seating can be provided in the parlor room (table & chair rental may be required).
- 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.
- 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 could result in vehicles being towed away at the owner’s expense.

Catering/Staff

- The Arkansas Department of Health requires that our lessee use a professional licensed caterer. Lessee must inform the Executive Director of whom 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 pre-packaged fruit trays, vegetable trays & meat/cheese trays to be brought in with prior approval from the Executive Director (catering management fee applies). Lessee is solely responsible for the health and safety of their guests.
- 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 \$20/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).

Amenities

- The Bonneville House gladly offers the use of our tables and chairs to lessee 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 has amenities available for an additional fee. These amenities include; plates, silverware, paper napkins, drinking glasses, wine glasses, champagne glasses, drink dispensers, tea, water, ice (for drink dispensers only), silver trays, catering dishes serving utensils, cake/knife set, and cake stands.
- The Bonneville House has a list of preferred vendors that we gladly share with our guests. We provide this list as a courtesy to our guests because we have built a good relationship with them. However, we are in no way affiliated with these businesses and will 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, however a \$50.00 catering management fee and \$25.00 bakery fee will be applied to your final bill if you do not choose from our preferred vendor list.

General

- In the event that your guest count goes over the amount in which you paid for, you will receive a final bill upon conclusion of your event for additional fees associated with accommodating more guests (ie: increased staff fee or gratuity, additional table linens and increased rental fee).
- Multimedia (photos, videos, etc.) collected by The Bonneville House may be used in any publicity releases, advertising, online outlets, or any other publications.
- 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 the 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