

Forrest Pond Lodge Wedding Venue/Lodge Contract

*Appointments available only on Mondays, Tuesdays, and Wednesdays from 9am-5pm.
For safety & privacy, we cannot accept drop-in or drive-thru visitors.*

Name of Bride _____

Name of Groom _____

Wedding Date: _____ Time _____ Ck-in date _____ Ck-out date _____

\$ 7000.00 **Venue & Lodge Rental Fee**

or Three days/Two nights (Check-in Fri. 9am/Check-out Sunday 11am)

\$ 5500.00 **Only Venue Rental Fee (Two days-Fri. 9am-12am & Sat. 9am-12am)**

\$ _____ **Additional _____ Day @ \$500 OR _____ Day/Night @ \$700**

\$ _____ **Total Rental Fee**

\$ _____ **AMOUNT DUE to RESERVE WEEKEND WEDDING**

(1/2 Total Rental Fee-Non-Refundable) Date Received: _____

\$ _____ *Add- \$250 Off-Duty Officer fee to balance if alcohol will be on the premises*

\$ _____ **BALANCE-Due 30 days before event**

Due Date: _____ **Date Received:** _____

Forms due: Vendor Contact Form, signed Caterer Facility Contract, and Event Insurance Certificate (With contract's specific requirements).

\$ 500.00 **SECURITY REFUNDABLE DEPOSIT-Due 30 days before event**

Due Date: _____ **Date Received:** _____

Separate check requested to hold and be returned within 10 days after event if no damages, loss or extended cleaning time has incurred.

Signature indicates agreement to Rental Fee, Terms & Conditions & Alcohol Policy:

Renter Financially Responsible- (25 years or older) _____ Date: _____ Cell# _____

Address _____ Email _____

Bride and/or Groom _____ Date: _____ Cell# _____

Address _____ Email: _____

Forrest Pond Lodge Representative _____ Date: _____ Cell# _____

Forrest Pond Lodge does not accept credit cards. Please make checks payable & mail to office:

Forrest Pond Lodge

220 Palm Island Circle

Jesup, Ga. 31545

Forrest Pond Lodge Terms & Conditions

The Barn area and Man Cave are prohibited with alarm.

Premises and Grounds- Driving on the Grass to Load or Unload at Sites is NOT permitted

- A. Facility to be used for only stated purpose. Rehearsal dinners are held only at the Venue.
- B. Set up/breakdown must fall within rental time period. It is the responsibility of the renter to move tables, chairs, and benches within the facility and return them to original place. Forrest Pond Lodge chairs are not allowed on lawn. Rental chairs are permitted on lawn.
- C. Maximum 250 guests. All activities at The Venue must end by midnight. A check-out list is posted in The Venue's kitchen for the renter to oversee completion with their vendors. Lodge's check-out time is 11 a.m. and a check-out list is posted in its kitchen.
- D. **Smoking is prohibited inside all facilities.** Smoking area at The Venue is the outdoor fire pit area only. Please make your guests aware of this.
- E. **Loose artificial rose petals, rice, confetti, glitter, silly string & birdseed are NOT allowed inside or outside either building nor premises. Only pre-approved toss items.**
- F. Pets are not allowed within any buildings except for certified service animals.
- G. Candles must be in holders that will prevent wax from dripping. Battery preferred.
- H. Children must be supervised at all times. Properties are surrounded by water.**
- I. Grilling/cooking is not allowed on pavement, but only at pre-approved designated area.

Venue Set-up/Breakdown- Extended cleaning time is additional \$100 per hour

- A. Nails, tacks and staples are not allowed. Only painter's tape is allowed and removed. No Duct tape. Many pre-set hooks and nails are in strategic places for use.
- B. Sweep floors. Wipe down kitchen. Food must be removed or thrown away. Clean and return all tables, chairs, and benches to original positions. Chairs to be folded and placed on top of wiped down tables.
- C. **All trash must be bagged & placed in the downstairs storage room dumpsters.**
- D. Remove any event trash from porches and surrounding grounds.
- E. Rental items may be placed under The Venue & picked up Monday before noon.

Event Insurance- Renter must provide Event Insurance with Liquor Liability certificate 30 days prior to event. It must state \$1,000,000 per occurrence for liability and property damage with Evans S&W Investments, LLC. named as additional insured for any claim or claims resulting from or growing out of the renter or event. Must cover every day you will be on premises. Check with your insurance agent or online with companies as www.ewedinsurance.com/v/?8810

Alcohol – \$250 charge for Off-Duty Police Security Officer required

- A. Renter agrees and warrants that there shall be no consumption of alcohol by persons under age 21 or visibly intoxicated.
- B. Cash bars and kegs are not allowed. Beer & wine only.
- C. Consumption is prohibited on outdoor grounds, parking lot and inside vehicles.
- D. Failure to adhere to alcohol terms can result in removal from premises.**

Initial here _____ Renter Financially Responsible
Initial here _____ Bride and/or Groom

Fire Pit

Renter agrees **No Liquid Accelerant** will be used by any event attendee. It is a serious safety issue. Only "Duraflame" type logs or "fire starters" are allowed to be used.

Firearms-Fireworks-ATVs-Campers/Rvs

The above items are not allowed in order to secure the safety of the guests and maintenance of the grounds. Forrest Pond Lodge reserves the right to terminate this agreement immediately if any are on the premises. **Sparklers are allowed*

Flooding

Due to the proximity of the Venue to the Altamaha River, Renter acknowledges that certain portions of The Venue are subject to flooding. The area primarily affected by the possibility of flooding is the area known as the "covered Pavilion." Renter acknowledges that the possibility of flooding cannot be predicted with any certainty.

In the event of flooding, Forrest Pond Lodge or Renter may choose to cancel the contract in its entirety and not use The Venue and Lodge. In that event Evans S&W Investments, LLC. d/b/a Forrest Pond Lodge will give a complete refund to Renter. No partial refunds or discounted rates will be provided in the event Renter chooses to utilize that portion of The Venue not affected by flooding. By signing this agreement Renter recognizes the possibility that portions of The Venue may not be utilized as the result of flooding and agrees that Evans S&W Investments, LLC shall not be liable for any costs incurred or other damages which may result due to the decision of Forrest Pond Lodge or renter to cancel the agreement and renter change locations due to flooding.

Security/ Property Deposit

Additional cleaning-time incurred (\$100 per hour), damages or loss of keys (\$50 key replacement) will be withheld from the \$500 security deposit. If damage exceeds the amount of the security deposit, Renter agrees to pay for, or replace, any object of Forrest Pond Lodge that is destroyed, damaged, or stolen during the event. Forrest Pond Lodge is not responsible for any item left on its premises. Renter further agrees that no representative of Forrest Pond Lodge shall have personal liability or responsibility under this agreement for events including weather, insects, animals and natural causes. The signers agree to hold harmless Forrest Pond Lodge from all loss, liability, and claims of injury of persons or their property arising from the use of this property.

Media Reproductions

The Renter agrees to allow the use of photos or other media reproductions of the event by Evans S&W Investments, LLC. d/b/a Forrest Pond Lodge in its publicity, advertising materials and media.

Cancellation/Postponement

All monies paid are non-refundable. If postponed, Forrest Pond Lodge will do its best to accommodate a new event date within 6 months of original date scheduled.

Initial here _____ Renter financially responsible
Initial here _____ Bride and/or Groom