

Cabin Chapel Contract 2022



Client Name(s): _____

Event Date: _____ Event Run Time: _____ Estimated Guest Count: _____

Email(s): _____

Phone Number(s): _____

Mailing Address: _____

_____ Save The Date Retainer Fee

Upon signing of this rental agreement, a \$395.00 payment is due. The \$395.00 payment made will be held to secure the date / services as well as act as a security deposit should bar services be required. For this reason your payment is non-refundable upon cancellation of your event date or services for any reason including Third party, Govt Ordinance or Acts of God. Your payment is transferable ONE time to a new event date should rescheduling need to happen within 12 months. This payment will not be applied to your final balance.

_____ Return of Save The Date Retainer Fee

A walk-through of the venue and grounds will be conducted following your event. If NO violations are found, a \$395.00 payment will be issued to the renter listed on the contract within 30 days. In the case of damages or LIQUOR violations, this \$395.00 will be forfeited by the renter immediately and the renter will then be billed and responsible for any additional damage to the property.

_____ Payment Term & Cancellation Policy

An invoice for products and services will be supplied to the renter, 50% of the invoice total is due 120 days prior to the contracted event date should this payment not be made within the listed time frame, your event date will be canceled and your security deposit forfeited as well as any other payments made. If you have paid 50% of the invoice and your event is canceled for any reason including Third party, Govt Ordinance or Acts of God your 50% payment shall be forfeited. If you have paid the entire balance of the invoice and your event is canceled for any reason including, Third party, Govt Ordinance or Acts of God, your entire balance will be forfeited.

_____ The Tanglewood House Standards

With the rental of the cabin chapel at The Tanglewood House, you will receive use of our lower grounds area for \$395.00 for TWO HOURS, vintage walnut pews with matching pulpit, use of electricity (excluding electrical cords) for music and/or PA system (not provided) and the cabin facilities to include a restroom and changing area. This package allows a maximum guest count of 30 people, as there is only one restroom available. No other services will be provided (i.e. music, PA system, speaker, officiant, coordination, decor, catering or bar service). The main house is not part of this package, and therefore your guests will not be permitted to use those facilities.

_____ Notice to Clients

The Tanglewood House has the following in house services available: catering, bar services, floral. NO alcohol is permitted on the grounds unless prior arrangements have been made with The Tanglewood House to provide a licensed bartender. If alcohol is brought onto or consumes while on the property WITHOUT The Tanglewood House's licenses bartender, the constitutes a liquor violation and the save the date retainer fee will be forfeited. Light appetizers or lunch services are offered at an additional charge; no outside catering is permitted. Floral decor is available at additional charge through The Tanglewood House; no outside floral will be permitted.

Should inclement weather occur , we will allow the relocation of your ceremony to the hearth room in the main house. Use of the main house will be permitted. Due to the fact that there is a backup plan in place, no refunds will be given. With the relocation of the ceremony the same guidelines of this contract still apply. A walk-through of the venue and ground will be conducted following your event. Should any items belonging to The Tanglewood House be lost, misplaced, stolen or damaged, you will be held responsible for the payment to replace or repair such items. In that event, an inventory of those items will be charged to the credit card provided.

The Tanglewood House will gladly provide you with contacts to book your officiant, photographer, aker, DJ, etc. You can find all of these on our website. All payments will and should be given directly to them.

_____ Additional Hours

The rental of the lower grounds area is for TWO HOURS only. Additional time will be offered upon availability and charged at \$150.00 per house.

_____ Catering Services

_____ Floral Services

_____ Bar Services

_____ Credit Card Notice

You are authorizing the credit card on file to be charged for the required payments listed below. Clients may opt to pay 120 Day Payment and Final Payment using another method (i.e. cash or check) or another credit card or bank card. Please contact our offices at the number (931) 906-5867 to speak with a PSR Events representative regarding your payment.

Cardholder Name: _____

Card Number: _____

Expiration: _____ CVV Code: _____

_____ Save the Date Retainer Fee

_____ Final Payment

_____ 120 Day Payment

_____ Incidental Fees

Clients Name(s): _____

Client Signature(s): _____

Date: ____/____/_____

I have read and initialed each clause of this contract signifying my understanding of its contents, details, & requirements set into effect by The Tanglewood House. If I have questions or concerns I will speak to a Tanglewood House specialist by calling 931.906.5867 or emailing info@psrevents.com.

By signing this document you acknowledge that you will be contractually liable for all monies due as well as for any violations that occur.

Client Name(s): _____

Client Signature(s): _____

Date: _____