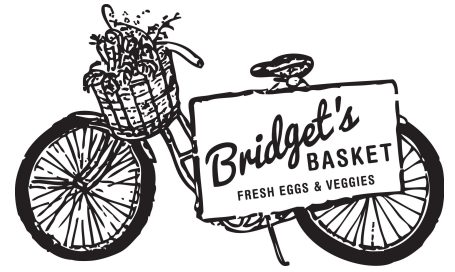


Rental Agreement, Policies & Expectations for Bridget's Basket



FACILITIES, GROUNDS AND INFRASTRUCTURE USAGE

The rental of Bridget's Basket includes the following facilities:

- Windmill Restaurant
- Raised Gravel Patio
- Private Back Dining Room (with outdoor patio)

Event, Date, & Rate

Upon execution of the agreement and payment of the required deposit, Bridget's Basket designated facilities shall be reserved for renter on:

Days: _____

Times: _____

Rate is set to include renter set up and break down.

- Cash, personal check, money orders or credit cards are accepted. Credit card charges will be accessed an additional 4% surcharge.
- The booking fee deposit of \$1000 is due upon booking of the event and is non-refundable and non-transferable. We will refund your deposit only if we are able to re-sell the date to another party minus specific expenditures as requested for the event. Your deposit would then be refunded less a \$500 deduction for administrative fees.
- A refundable \$500 damage/cleaning deposit is also required to secure your date. This deposit must be received by _____.
- **Final payment**– It is understood that the renters shall pay the full rental amount 60 days prior to the scheduled event date. Sixty days prior to the event, all deposits and monies collected except for cleaning, are non-refundable. Final payment is due on _____.
- **Cancellations** – Should you choose to cancel your event, the booking fee is non-refundable. Your deposit is non-refundable and non-transferable. We will refund your deposit only if we are able to re-sell the date to another party. Your deposit would then be refunded less a 50% deduction for administration fees.
- Cleaning deposit will be refunded within two weeks of cancellation.
- Cancellations or change of date must be in writing and approved by Bridget's Basket.

INSURANCE

Liability Insurance

- Renter shall obtain general liability insurance covering the day of the event in the minimum amount of one million dollars in a form and amount satisfactory to Bridget's Basket. A certificate of insurance and a policy endorsement naming Bridget's Basket as an additional insured on the policy shall be provided to Bridget's Basket at least three business days before the day of the event.
- All vendors working at Bridget's Basket shall carry and maintain in full force and effect while working at Bridget's Basket workers compensation insurance, general liability insurance and policy endorsement naming Bridget's Basket as an additional insured showing the required insurance is in place.
- Notwithstanding the requirement for such insurance, the vendor shall be required to also hold harmless, indemnify, and defend Bridget's Basket, to the maximum extent allowed by law, from any and all liability arising from vendors' use of Bridget's Basket, including the payment of Bridget's Basket reasonable attorney's fees and costs incurred in defense of any actual or alleged liability.

RULES & EXPECTATIONS

Use of Property

- Rental of the site includes the use of **only** the designated areas specified on the rental agreement.
- No events may take place or are allowed to be set up in the garden area.
- Use of the property is available only for times specified on the rental agreement. All festivities including amplified music must conclude no later than 10:00 pm.
- Rental time may be changed no later than 15 days before the event.
- The capacity of the building is 80 persons maximum; however wedding groups are limited to 100 people maximum plus catering staff and other vendors inside the building including the porch areas. This is to ensure appropriate group flow.
- Renters are ultimately responsible for set up, take down, replacing all tables to storage area and final cleanup of the rented spaces at the end of the rental period.

Catering

- Open Flame – No cooking is allowed on the porch area. Buffet lines are allowed.
- Catering companies are not allowed to cook on the lawn or in the garden areas. All Catering companies must be self contained with hot boxes or have the ability to prepare and cook meals within self contained kitchen/trailers
- Catering companies must dispose of their own trash. ***Use of Bridget's Basket dumpsters, trash receptacles and recycling bins is prohibited.***
- Disposal of grease, hot liquids, ice, and/or any other waste substance is strictly prohibited on the lawn, gardens or grounds of Bridget's Basket. If evidence is found of any such disposal, renter will result immediate forfeit of the \$1000 refundable deposit.
- Kitchen trailers/vendors are allowed to park in the designated parking lot only.
- The use of propane heaters inside the building or outside on the covered porch is prohibited.
- Fire extinguishers are placed by the main doors. All vendors are required to have knowledge of use.*If your vendor is not on our "preferred vendor list" please have them contact our office.

Fireplace & Fire Pits

- The main fireplace is for ambiance only. It is not intended to provide heat. Any fire pits will be maintained by Bridget's Basket staff only. No renters, vendors or guests are allowed to maintain open fires.
- Bridget's Basket will determine at anytime if the fire is too big and reserves the right to extinguish the fire.

Parking/Shuttle

- Parking is limited to the Bridget's Basket parking areas only.
- Parking is **not** allowed off asphalt, on bike trails, in the circle drive in front of main building or on any grass areas in or around the gardens. Vehicle will be asked to move if parked in an undesignated area.
- For parties over 50 people – shuttle transportation or valet services are required.

Smoking

- Bridget's Basket is a **no smoking** venue. No exceptions.
- Any smoking materials debris found inside the building or on the grounds within 24 hours of the event will result in immediate forfeit of the \$1000 refundable deposit. Anyone found smoking will be advised as to the no smoking policy. If they have to be told a second time the renter will lose their \$1000 refundable deposit.

Rehearsals

- Wedding rehearsals may be scheduled prior to the event at a cost of \$200 for one (1) hour and is based on availability. Minister, pastor and/or wedding planner must be present.

Pets

- Due to the nature of our facilities no pets of any kind are allowed inside The Windmill restaurant or The Market at Bridget's Basket. Service dogs are excluded. Proof of legal Service Dog certification must be presented to Bridget's Basket prior to the event. Service dogs must wear their official Service Dog vest at all times while on the property.

VENDOR POLICIES

Due to the sensitive nature of the Bridget's Basket gardens and venue, vendors are required to sign off on our *Vendor Agreement Policy* required by Bridget's Basket. Once a vendor has signed off, they will be kept in our files for the season and are not required to sign off on every event they do with Bridget's Basket. If your chosen vendor has not signed this policy please have them contact us prior to being booked by you.

Deliveries and Pickup

- All rental items and vendor equipment must be removed at the end of the event.
- The circle drive directly in front of the building may be used for loading and unloading. Keys must be left in vehicles at all times while in the loading zone in case of emergencies.
- Loading and unloading is restricted to 30 minutes.

Noise Level

- Amplified music must be maintained at a reasonable volume to be determined by Bridget's Basket staff.
- Bridget's Basket staff are authorized to lower sound provided by Band or DJ if deemed too loud.

Alcohol Consumption

- Vendor's staff may not consume alcoholic beverages while on the property during an event. Legal drinking age in the state of Texas is 21 years old.
- Bridget's Basket staff is authorized to close the bar down if alcohol consumption becomes a dangerous situation and is the cause of damage to the property.
- ***No outside alcohol is allowed on Bridget's Basket's property (may not be stored/hidden inside cars in parking lots).*** No exceptions.

Cleaning Procedures

- Due to the potential for wildlife damage in our area, cleaning up after each event is critical to protecting Bridget's Basket.
- Renters/Vendors must dispose of all trash after the event. Use of on site dumpsters and recycling receptacles is not allowed.
- Renter is fully responsible for vendors regarding clean up, garbage removal, conduct and damage or excessive cleaning for Bridget's Basket staff. Renter will be solely responsible and may be charged and/or lose all claim to refundable cleaning deposit.

Vendors/Renters

- Vendors/Renters may use sinks to dispose of water-based organic liquids and food juices only (no oils). There are no garbage disposals. The facility's kitchen, refrigeration, freezer nor storage rooms may *not* be used by outside catering companies.
- All garbage must be removed from property after event.

Decorations

- All decorations must be approved by the Bridget’s Basket staff prior to event date.
- No tape, nails or staples can be used on building surfaces. Wire, Floral wire, non-stick tape are allowed. Hanging from cup hooks is mandatory. No tape of any kind is allowed on the wood floors.
- Candles may only be used cautiously in the fireplace hearth area and on tables or other stable surface areas. Candles must be stationary and enclosed in non-flammable containers such as votives or glass vases. Battery operated tea lights are recommended. Removal of any wax on the wood floor, patio area or from the stone fireplace hearth/floor will be considered excessive cleaning and a charge will be deducted from the cleaning/damage deposit at a minimum of \$100. An additional \$100 per hour fee will be charged if the removal and cleaning of the affected area/areas is extensive.
- No rice, confetti, birdseed, potpourri, glitter or any substance of that nature is allowed. Rose petals may only be used for decorating purposes on tables only, and must be cleaned up entirely at the end of the event. Rose or any flower petals may not be used on the floor even if a floor runner is used.
- No fireworks are allowed on property, inside or out, to include sparklers.
- No additional lighting fixtures or lights are allowed on the property unless first approved by Bridget’s Basket.
- It is understood and agreed that should your group fail to adhere to all rules, policies and conform to the proper use of the building, Bridget’s Basket staff, at its discretion, may terminate this agreement and require the renting parties to vacate the building (during the event if necessary), forfeiting any and all fees and monies.
- Bridget’s Basket is not held liable for events not being held due to uncontrollable circumstances.

I/We have read and understood this agreement and the policies it contains. I understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by Bridget’s Basket, in its sole discretion, and/or all deposits made retained by Bridget’s Basket. I understand and agree that, in addition, I/we will be responsible and liable to Bridget’s Basket for any costs exceeding the amount of the retained deposit.

Renter(s)

Date

Bridget’s Basket Signature

Date