



Celebrating past, present and future

HeritageHouseVenue.com | email: heritagehouse@cavin-cook.com | 704.696.7083

Fax: 704.664.4112 • P.O. Box 977 • 494 East Plaza Drive • Mooresville, NC 28115

Reservation Form - Part 1

EVENT CONTACT INFORMATION	
Contact Name	
Group/Organization	
Telephone Number(s)	
E-Mail	
Address	Street City State Zip
EVENT DETAILS	
☐ Date of Event	____/____/____
☐ Event Type	_____
☐ Number of Guests expected	# of Guests _____
☐ Reserved Time <i>NOTE: Reserve ample time for setup and clean-up of your event.</i> <i>• The hourly rate begins at time of setup and ends once the venue is cleaned up and everyone is out of the venue!</i> <i>• Client is financially obligated for the entire time reserved and any additional time you occupy the space.</i> <i>• You are NOT ALLOWED to setup before your reserved time.</i> ☐ _____	Regular \$150/Hr Nonprofit \$125/Hr From: _____ (am / pm) To: _____ (am / pm)
☐ Event Diagram for table and chair setup. Required 7 days prior to event	Diagram: Y ☐ N ☐
☐ Banquet Style Room Setup (Up to 120) Allows for aisle, buffet serving line, DJ area, dance floor, cake table and gift table 15 round tables / up to 8 chairs per table	# of Round Tables: _____ # of Chairs Per Table: _____
☐ Banquet Style Room Setup (Up to 200) Allows for food to be served from kitchen 25 round tables / up to 8 chairs per table	# of Round Tables: _____ # of Chairs Per Table: _____
☐ Theatre Style Room Setup (Up to 250) Number of chairs / Orientation: facing fountain (or) facing east wall	# of Theatre Chairs: _____ Orientation: _____
☐ Patio Setup (Up to 70 chairs) Number of chairs / Orientation <i>(If it rains, client is responsible for bringing items into venue from patio)</i>	# of Chairs: _____ Orientation: _____
☐ Number of tables for food, beverages or other needs	Display Tables: _____
☐ Alcohol / Type If the event is free of charge, beer and wine can be served (not sold) and consumed without an ABC permit. The appropriate ABC Permit is required if hard liquor or fortified wine is served or consumed, if ANY alcoholic beverages are sold, or if an entry fee is charged for an event where alcoholic beverages are served or consumed. Appropriate permit(s) must be visible at event. A Mooresville police officer is required at all events where hard liquor is served or consumed. Client is responsible for obtaining the officer and the permit(s). See <u>Policies and Regulations</u> for additional information.	Alcohol / Type _____
☐ Special Needs	



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Heritage House Reservation Form - Part 2

EVENT FEE SUMMARY

☐ Banquet Room w/Kitchen Regular Rental Fee (\$150/Hr x _____ of hours)	\$ _____
☐ Banquet Room w/Kitchen Nonprofit Rental Fee (\$125/Hr x _____ of hours)	\$ _____
☐ Rental Pieces ☐ Camper \$200 ☐ Pipe and drape \$50 first set (\$25 each additional set) ☐ Led lights \$20/per ☐ 8'x8' stage \$100	\$ _____
☐ Rent Total <i>Required 30 days prior to event. Total amount is nonrefundable within 30 days of event</i>	\$ _____
☐ Deposit Paid (50% of Rent Total) <i>Deposit is required to reserve the date. (Non-refundable)</i>	\$ _____
☐ Final Payment/Balance Balance Due Date: _____ / _____ / _____ <i>Includes additional fees listed in ADDITIONAL FEES below. REQUIRED 30 DAYS PRIOR TO EVENT. Heritage House may cancel your reservation if payment is not made by due date. Total amount is nonrefundable within 30 days of event. If space is occupied longer than reserved time fees for the extended time are due in full on the DAY OF EVENT. No exceptions.</i>	\$ _____

ADDITIONAL FEES

☐ Security Deposit \$300 for parties, receptions, and banquets. \$150 for meetings. <i>See Policies and Regulations for additional information.</i>	\$ _____
☐ Cleaning Fee \$200 <i>See Policies and Regulations for additional information.</i>	\$ _____
☐ Move Date Fee \$25	\$ _____
☐ Returned Check Fee \$45	\$ _____
☐ Total	\$ _____

Cancellation Policy:

- In the event of a cancellation, the deposit is non-refundable. Contract cancellations must be made in writing or by email. Contract cancellations made prior to final payment will receive a refund on monies paid, less the non-refundable deposit. Cancellations made less than 30 days prior to event date will receive no refund.

By my signature below, I acknowledge that any information I have provided is accurate to the best of my knowledge. I have read and understand the rules and regulations governing the use of the facility and agree that as rental contact, I am responsible for the group's or organization's compliance with the policies governing the use of the facility. As well that all rental fee requirements need to be paid 30 days prior to my event, or the reservation shall automatically become void. I agree that my group or organization will assume all risks involved when using the facility and that materials brought into the facility for the event will be safe for use within the facility. I will also be responsible for informing my group or organization and vendors (such as caterers, DJs, etc.) of the Heritage House Rules and Regulations.

Photos of events may be used by Heritage House unless otherwise specified by Client.

Please Note: If you are using a credit card to pay for your Heritage House rental your credit card statement will display the charges as Cavin-Cook Funeral Home or Local Funeral Services Group Inc. Instead of Heritage House.

Date: ____/____/____ Client Signature: _____

Date: ____/____/____ Heritage House Representative: _____



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Amenities

Our mission is simple: We want to help you create lasting memories in a beautiful setting. We will make it easy with amenities that are key to creating an event that is uniquely your own.

- 2,600 sq. ft. elegant banquet room with high ceilings and large arched windows
- Accommodates 200 guests banquet style when food is served directly from the kitchen to the tables
- Accommodates 120 guests banquet style when space is needed for buffet, DJ, dance floor, wedding cake, gift table, etc.
- Accommodates 250 guests theatre style (seating only)
- Convenient catering kitchen with large serving window, industrial food warming cabinet, industrial icemaker, sink, dishwasher, microwave, refrigerator, and abundant counter space.
- State-of-the-art audio-visual capabilities (including three HD viewing screens, microphones, sound capabilities and Wi-Fi)
- Adjoining patio with outdoor fountain (seasonal)
- Parking just steps from main entrance
- Convenient to 1-77 in the Lake Norman area
- Situated entirely on one level – no elevators, ramps, or steps to climb
- Setup of tables and chairs specific to client's needs
- A Heritage House attendant is available throughout your rental time for any needs that may arise



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Information

Tours and office hours:

- Tours are available by appointment, Monday, Wednesday, Friday 9:30am-5pm, and every other weekend 9:30am-5pm by appointment only.

Proof of nonprofit status is required for discounted rates:

- An applicant can prove that it is a nonprofit organization by providing a copy of a currently valid IRS tax exemption certificate.
- A military discount of 10% on the rental hour fee is available with a valid military ID.

Rental fee includes:

- Private use of the banquet room, catering kitchen and patio for the date and time reserved
- Setup of tables and chairs specific to the clients' needs (based upon the approved event diagram by client 7 days prior to event)
- Reserve ample time for your event which includes the time needed for setup and clean up
- We require all events to be concluded and clean up completed by end time of the contracted event.

Not included in the rental fee:

- Heritage House staff are not available to serve food or beverages during the event. It will be client's responsibility to insure that someone will fulfill those duties.

Cancellation Policy:

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Ethics:

- Heritage House is for family friendly events. Management has the right to cancel parties that do not adhere to the moral ethics of the Heritage House.

Kitchen:

- The catering kitchen provides a large serving window, industrial food warming cabinet, industrial icemaker, sink, dishwasher, microwave, refrigerator, and abundant counter space. Heritage House provides garbage cans and bags. Client is responsible for supplying cups, plates, napkins, utensils, serving dishes etc.
- Caterers should supply their own Chafing dishes with fuel canisters to keep food hot.

Alcohol is allowed within guidelines:

- If the event is free of charge, beer and wine can be served (not sold) and consumed without an ABC permit. The appropriate ABC Permit is required if hard liquor or fortified wine is served or consumed, if ANY alcoholic beverages are sold, or if an entry fee is charged for an event where alcoholic beverages are served or consumed. Appropriate permit(s) must be visible at event. An off-duty Mooresville police officer is required at all events where hard liquor is served or consumed. Client is responsible for obtaining the officer and the permit(s). See Policies and Regulations for additional information.

Catering options:

- Client may use the caterer of their choice, or you may cater your event.

Table and chair coverings:

- Client may bring their own table/chair covers, or vendor of client's choice may provide them.
- It will be your responsibility to have the table/chair coverings placed on the furniture for the event, and the removal by end of the contracted time.



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Policies and Regulations

Advertising

Heritage House, *unless notified in writing*, does reserve the right to use any photography, video, or drone footage from an event for promotional uses like advertisements, social media, brochures, etc. Photos will not list names and will primarily focus on the property, building, and décor rather than clients and their guests. By signing below, Client and Client's guests shall be deemed to have consented to the use of their image and likeness by Heritage House for any purposes stated hereinabove.

Initial _____

Alcohol

Heritage House must be notified if alcohol will be served during an event. No one under the age of 21 will be served or allowed to consume alcohol on property grounds. Proper ID is required at all times. **Alcohol may only be served during the times stated on the permit, serving during any other time will result in event being stopped/canceled with no refund. Bar service can last no more than 6 hours and must end 1 hour prior to contract end time of event.**

If the event is free of charge, beer and wine can be served (not sold) and consumed without an ABC permit. The appropriate ABC Permit is required if hard liquor or fortified wine is served or consumed, if ANY alcoholic beverages are sold, or if an entry fee is charged for an event where alcoholic beverages are served or consumed. Appropriate permit(s) must be visible at event. An off-duty Mooresville police officer is required at all events where hard liquor is served or consumed. An off-duty police officer will be required at \$35 per hour and \$45 per hour for holidays. It is the responsibility of the Client to obtain and finance the service of the police officer and the cost of the permit(s). Client will need to obtain any required permits prior to the date of the event.

To obtain permits go to: <http://abc.nc.gov/>. We recommend applying for permits promptly to allow time for application to be processed prior to event. The minimum application time frame by the State of NC is 14 days from event date. However, they can get backed up in the permitting department. Allow ample time.

All alcohol must be mixed drinks; no shots allowed. If Client chooses to have liquor, the liquor provided by client must be in the control of the contracted bar service for the entire event. Remaining liquor will be released to the Client following the event. These guidelines are to ensure the safety of all guests.

The Heritage House or Client has the right to refuse bar service to any individual. Prior arrangements should be made for a designated driver, taxi, shuttle, or limo service for all guests who are intoxicated and unable to drive. Heritage House and our staff are not responsible for monitoring event guests and the amount of alcohol consumed. We encourage those who are intoxicated to use alternate transportation.

Initial _____

Booking, Payments

A 50% **non-refundable** deposit and a signed contract are required to secure event date. Signing the contract and paying the deposit, reserves and holds the date exclusively for event. The remaining balance is due 30 days prior to event date. This includes the fees associated with the venue rental, damage deposit, and any additional rentals being provided by Heritage House. We accept cash, check, and all major credit cards as forms of payment.

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Cancellations

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In regard to an unforeseen event, Heritage House reserves the right to terminate the contract at any time for any reason with a full refund issued to the client. If an incident occurs which makes it impossible for Heritage House to fulfill the terms of this contract, whether accident or Act of God, client will hold Heritage House harmless for damages incurred due to said accident or Act of God. Heritage House acknowledges that in said event, everything within their power will be done to fulfill the terms of this contract but Heritage House cannot be held liable if they cannot fulfill the terms in part or in full. Acts of God including flooding and inclement weather, or other causes beyond the reasonable control of the Heritage House. Heritage House will be responsible for a maximum liability of the cost of the rental.

If postponement of event is due to government mandates or extreme circumstances, Heritage House and client will agree to new terms and new date. Deposit will be moved **once** at no penalty to an available date. New date must be within twelve months of original date. This is at the discretion of Heritage House management.

Initial _____

Capacity

The main reception space will seat 120 guests with aisle, buffet serving line, DJ area, dance floor, cake table and gift table a dance floor, 200 (tables and chairs only), or 250 theatre style (chairs only). The outdoor patio (Gathering Place) can accommodate 70 seated guests if used for ceremony purposes. Client's venue booking includes seating for up to 250 guests. Available for use are 25 five-foot round reception tables, three high top tables, 10 six-foot long tables and up to 250 white folding chairs for the ceremony.

A Private Dressing Suite (Camper), available for additional fee, is best suited for members of the bridal party in addition to immediate family, hair and makeup, photography staff, etc. Please keep in mind that the suite (Camper) should be well taken care of during event. Client's damage deposit will be applied to any damages or things broken/needng replaced, missing, etc.

Initial _____

Cleaning

Client is expected to clean up all trash, food, and beverage containers in the bridal suite (Camper) and place in the trash cans provided. Client is responsible for removal of all trash, food, and beverage in the catering kitchen and in reception spaces and place in the containers provided. Client will find a list posted in the kitchen which details their responsibilities for cleanup (trash removal, mopping of floor, cleaning sink, wiping down of counters in kitchen, bar clean up, wiping out refrigerator, etc.). The client is also responsible for removing all decorations, flowers, personal belongings, etc. by midnight. **Failure to take care of these things as outlined will result in deductions from damage deposit.**

The cleaning fee that is included in the cost of the booking covers, not only the cost of cleaning the interior of the facility at the end of the event, but also the outside areas such as patio, entrance, parking area, etc. **Client hired companies are not allowed in lieu of this fee.** If there are extreme cases that require more in depth or other professional services to be needed i.e., carpet cleaning due to spills or mud, guests have become sick, there has been an incident that resulted in damage, etc., an additional cleaning fee will be charged and deducted from the damage deposit.

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Conduct

Clients, their guests, and their vendors are expected to treat the facility and its furnishings, landscaping, and equipment with respect and care. Client understands that they are ultimately responsible for the behavior and actions of their guests and vendors and assume all financial liability.

Please restrict all vehicular noise including honking or loud music when exiting property. Firearms are not permitted on the property at any time unless carried by off duty police officers or officers hired for security.

Initial _____

Damage Deposit

At the final appointment 30 days prior the event, a damage deposit of \$300 is required along with final payment. Unless noted upon check-in/arrival, the facility is assumed to be in good condition by the client. When event is over, housekeeping and maintenance will clean and go over the property. If any damages are found or any property is missing, the deposit will be applied to those damages. Any additional charges beyond the amount of the damage deposit, will be billed to the client who is solely responsible. If all is left as found upon arrival, the entire deposit will be returned within 10-15 business days of event. Examples of damages include, but are not limited to, the following: smoking or vaping inside the building, pets inside building, bodily fluids, damage to rugs or walls, objects stolen from facility (art, lamps, accessories, kitchenette supplies, etc.), cars driving through areas not designated and damaging landscaping, sprinklers, etc.

Initial _____

Day of Timeline

On the day of the event, the client will have access to the property/facility for the time allotted on the contract. We require that events should end at least **one hour** prior to end of event rental to allow vendors the opportunity to break down and clean up before end of allotted event time. **There will be an additional hourly fee of \$150/hour charged if guests and vendors are not out by contracted time.**

Initial _____

Decorations

Fireworks and Chinese lanterns are not permitted. Fog/Smoke machines are prohibited. We do not allow any type of paper, for example confetti, to be used indoors or outdoors. No silly string, glitter bird seed, rice, seeds, etc. are allowed. Candles are allowed but must be enclosed in glass. No tape or thumb tacks may be used inside or outside to fasten decorations to the windows or walls. Nails or screws are not allowed to attach flowers/décor to windows, walls, mantels, etc. Please ask for suggestions or assistance. Asking forgiveness afterwards versus permission before hand may result in a deduction from damage deposit.

Initial _____

Landscaping

We take great pride not only in our building but also the surrounding grounds and drives. We daily maintain the landscape and do our very best to keep it as immaculate as possible. We cannot guarantee the appearance of the landscaping regarding flowering plants/trees, mulch, lawn, sidewalks, etc. Additionally, we aerate and seed each year, as well as provide new mulch/pine straw in the spring and fall. These things happen annually but not necessarily the same dates each year as these things are dictated by weather and our event schedule. We are unable to give an exact date for the scheduling of these events and will not adjust our schedule around a specific event date. The fountain water features is seasonal in its use. **Under no circumstances no food, drink or other debris should be placed in fountain, failure to comply no refund of security deposit.** That said, we will always strive to make Heritage House a place that we are proud to share with guests.

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Music and Noise

All amplified music must be turned off by 11 pm. We do not want to disturb our surrounding neighbors. Speakers are allowed outside of the main building during the ceremony and cocktail hour ONLY. All DJ's and bands must be setup inside the building unless given permission by Heritage House management. The music level will be monitored by Heritage House staff, and they do reserve the right to turn down the volume at any time.

DJ equipment must not present a tripping hazard. DJs and vendors must use preventive measures to prevent tripping hazards.

Initial _____

Parking

Guests should park in the large parking area to the left of the building. Designated handicap parking is provided to the side of the building by the side entrance. Unless raining, vendors should park and unload at kitchen or main entrance. If raining, they are welcome to use the covered, main entrance in a timely manner and then move their vehicles to allow other guests to use the main entrance. Cars should not be left in the driveway leading to and from the main entrance. If clients have more than 150 guests, client may need to provide a parking attendant may be needed to help assist and park cars.

Initial _____

Rentals

Additional rental pieces can be provided by Heritage House or by the client. If Heritage House provides rental items, the rentals must be determined at the final meeting 30 days out. If client provides rentals, delivery and pick up times of rentals must be cleared with the management at Heritage House. In addition client must be on site to sign for and receive rentals.

If Heritage House provides additional rentals staff will make sure selected items are ready and available. Client will be responsible for decorating tables, chairs, etc. Please see chart below with additional rentals that may be provided as well as pricing.

Initial _____

Pricing and items for rental pieces below:

(Pictures and items available for viewing upon request)

Item	Quantity available	Pricing
Adjustable pipe and drape	6 sets	\$50 for first set \$25 for each additional set
LED up lights	8	\$20 each
8' x 8' stage	1	\$100
Bridal Suite (Camper)	1	\$200



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Setup and Break Down

Our staff will setup based on approved event diagram. The number and placement of tables and chairs will be decided at final meeting 30 days from event. A diagram will be provided with the placement discussed so that everyone is on the same page the day of the event. Any changes to the final plan would need to be made in writing. **All changes must be submitted at least 10 days prior to the event.**

Heritage House staff will break down any tables and chairs necessary at the conclusion of contracted event. If client has rented linens from an outside source, they are responsible for collecting those at the end of the contracted event. Rentals like tables, chairs, tents, heaters, etc. provided by client must be picked up by end of contracted rental time.

Initial _____

Tours

Tours are available and must be scheduled ahead of time. If you have multiple vendors who need a tour to finalize details, we suggest coordinating with everyone and doing one joint meeting. If you would like to bring family or friends to see the property, we are happy to accommodate but visits must be scheduled.

Initial _____

Smoking/Vaping

This is a smoke-free building. No smoking or vaping are allowed inside the building at any time. Ashtrays are provided outside in several places that will not disturb other guests. Cigarette butts should be discarded in the provided ashtrays only. **If our staff has to clean up after smoking guests, it will be reflected in your damage deposit.**

Initial _____

Weather Policy

We hope that everyone gets the perfect weather day. That being said, if client event plans to use outdoor patio, a "Plan B" should be discussed at final meeting 30 days prior to event. Our staff must be given a minimum of 24 hours notice prior to event that client intends to use the "Plan B". In the event of Inclement weather the client is responsible bringing items into the venue from patio.

Initial _____

Vendors

While we do not require that clients use any particular vendors, we do require that clients use vendors who are self-insured. A preferred vendors list will be provided to help assist clients in finding vetted, reliable, professional vendors that will make day run smoothly and beautifully. At the final meeting 30 days out, the client is responsible for providing Heritage House coordinator names and contacts of all vendors providing services.

Vendors shall be required to hold harmless, indemnify, and defend Heritage House from all liability arising from the vendor use of the property, including payment of the stated indemnified parties' reasonable attorney fees and costs incurred in defense of any actual or alleged liability.

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Waiver of Liability, Assumption of Risk, and Hold Harmless and Indemnification Agreement and Release

Concurrent with the execution of acknowledgement of these policies and procedures, clients will be required to execute a Release and Waiver of Liability, Assumption of Risk, and Hold Harmless and Indemnification Agreement and Release.

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND HOLD HARMLESS AND INDEMNIFICATION AGREEMENT AND RELEASE

FOR AND IN CONSIDERATION of the privilege of access granted by Heritage House, Cavin-Cook Funeral Home (collectively the "Released Parties") to Responsible Party (identified below), and any of Responsible Party's guests, including minor children, (collectively "Responsible Party's Guests"), to enter or participate in any way in, around, or on the property and improvements located on certain portions of real property known as 494 E Plaza Dr, Mooresville North Carolina (the "Premises") which is owned by Local Funeral Service Group Inc, Responsible Party and Responsible Party's Guests release and discharge the Released Parties, as well as any of their trustees, owners, officers, agents, employees, and assigns, of and from any and all past, present and future actions, causes of action, claims, demands, damages, costs, loss of services, expenses, compensations, third-party actions, suits at law or in equity, including claims or suits for contribution and/or indemnity, of whatever nature, and all consequential damage on account of, or in any way growing out of any and all known and unknown personal injuries, death and/or property damage resulting or to result from the presence or activities of Responsible Party or Responsible Party's Guests in, on or around the Premises.

Further, the undersigned agrees as follows:

1. Responsible Party and Responsible Party's Guests acknowledge the nature of the Premises and understand that Responsible Party and Responsible Party's Guests will be exposed to manmade structures, natural landscapes, wildlife, and the elements. Responsible Party and Responsible Party's Guests understand that Responsible Party and Responsible Party's Guests may encounter animals while on the property and their behavior can be unpredictable.
2. Responsible Party and Responsible Party's Guests FULLY UNDERSTAND that as with any natural setting, the Premises may have an assortment of hazards that are constantly changing and could potentially involve serious bodily injury to Responsible Party and Responsible Party's Guests, up to and including death. Such hazards include, but are not limited to, uneven ground, dangerous terrain, wild animals, potholes, domesticated animals, sharp or jagged edges, infectious diseases, ticks and other parasites that could potentially carry diseases, etc.
3. With full knowledge of the potential hazards, Responsible Party and Responsible Party's Guests HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUMES ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND/OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH.
4. As Responsible Party and Responsible Party's Guests who are seeking out the use of the Premises by and through the Released Parties, Responsible Party and Responsible Party's Guests HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the Released Parties FROM ALL LIABILITY TO THEM, AS WELL AS TO ANY MINOR CHILD UNDER THEIR GUARDIANSHIP, as well as to our and the minor's personal representatives, assigns, heirs, and next of kin, FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY TO THEM OR TO ANY MINOR, including, but not limited to, death or damage to property.



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5. Responsible Party and Responsible Party's Guests understand and acknowledge that risks and dangers exist in the use of the Premises. Responsible Party and Responsible Party's Guests realize that use of the Premises may result in injury or illness including, but not limited to, bodily injury, disease, strains, fractures, partial and/or total paralysis, death, or other ailments that could cause serious disability. These risks and dangers may be caused by the negligence of other users of the Premises; by the negligence of others; by Responsible Party or Responsible Party's Guests' negligence; and by accidents, breaches of contract, or other foreseeable or unforeseeable causes. Responsible Party and Responsible Party's Guests understand and agree that none of the Released Parties, nor any of their respective employees, members, owners, agents, or assigns may be held liable or responsible in any way for any injury, death, or other damages to Responsible Party and Responsible Party's Guests, their families, estates, heirs or assigns that may occur as a result of Responsible Party and Responsible Party's Guests participating in activities on the Premises.

6. In consideration of being allowed to patronize the Premises, Responsible Party and Responsible Party's Guests hereby personally assume all risks in connection with the patronage of any minors using the Premises for any harm, injury, or damage that may befall Responsible Party and Responsible Party's Guests or any minor while being a customer, patron, invitee, guest, member, licensee, employee, or agent of the Premises, including all risks connected therewith, whether foreseen or unforeseen. Responsible Party and Responsible Party's Guests further save and hold harmless the Released Parties from any claim or lawsuit by any Responsible Party and Responsible Party's Guests, minors, family, estate, heirs, or assigns arising out of patronage of the Premises, including both claims arising during said patronage or thereafter.

7. It is Responsible Party and Responsible Party's Guests' intention by this instrument to exempt and release the Released Parties and all related entities or employees, members, owners, agents or assigns of the same, from all liability or responsibility whatsoever for personal injury, property damage or wrongful death however caused.

8. Responsible Party and Responsible Party's Guests hereby declare and represent that the parents, legal guardians and/or custodians of any minor Guest will be present and have full legal authority to execute this release and indemnity on any minor Guest's behalf, and that Responsible Party and Responsible Party's Guests will indemnify and save harmless the Released Parties and all their respective employees, members, owners, agents, employees or assigns from and against all claims of anyone whomsoever arising from third-party actions.

9. Responsible Party and Responsible Party's Guests hereby declare and represent that Responsible Party and Responsible Party's Guests will hold the Released Parties harmless from any liability whatsoever arising from the presence, activities, or patronage of the minor Guest, on or around the Premises.

10. In consideration for client being given access to serve alcoholic beverages while attending an event at Heritage House, client hereby release, waive, discharge and covenant not to sue the Heritage House, subsidiaries, DBAs, affiliates, successors, contractors, agents, representatives and/or employees from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any damage to your property or loss, damage or injury that you personally sustain, including death, due to the consumption of said alcoholic beverages or due to actions of others who may be or become intoxicated from alcoholic beverage consumption at said event.

10. Responsible Party further states that Responsible Party has carefully read the foregoing release and indemnity and knows the contents thereof, and Responsible Party signs the same on behalf of Responsible Party and Responsible Party's Guests as Responsible Party's own free act.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND HOLD HARMLESS AND INDEMNIFICATION AGREEMENT AND RELEASE. I UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR ANY MINOR FOR WHOM I AM THE PARENT OR LEGAL GUARDIAN WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE RELEASEES' FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

Date Signature of Responsible Party

Printed name: _____



Celebrating past, present and future

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Fax: 704.664.4112 • P.O. Box 977 • 494 East Plaza Drive • Mooresville, NC 28115

Contract of Services

I, _____, am the responsible party and main contact for our event on _____, 20__ at the Heritage House. I have read, understand, and agree to the terms and conditions stated in the contract provided.

Signature of Responsible Party:

Date Signed:

I, _____, have read and understand all terms of this agreement including, but not limited to, requirements and restrictions, pricing and rental detail. I understand the terms of payment, the amount due for deposit and for remaining balances. Payment is accepted in the forms of cash, check, and credit card .

Heritage House reserves the right to terminate the contract at any time for any reason with a full refund issued to the client. Any dispute over the content of this contract must take place in Iredell County, NC. Heritage House shall be released of its obligations to perform this agreement in the event of Acts of God including flooding and inclement weather, or other causes beyond the reasonable control of the Heritage House. Heritage House will be responsible for a maximum liability of the cost of the rental fee only.

Signature of Responsible Party (Required):

Date Signed (Required):

**Agreed to by _____, Heritage House Representative
on the ____ day of _____, 20__**

***Please initial all pages and sign all required areas. Please include all pages when mailing or emailing the contract and retain a copy for your records.**



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Security Deposit Contract

Thanks so much for choosing Heritage House for your event venue. We would like to provide you with a few reminders concerning the designated rental time and the cleanup procedures that are to be followed. Please follow all rules and leave the space clean without damages to help insure the quick and full return of your damage deposit.

- Prior to your event, a staff member will walk through with you or someone to speak on your behalf, please make note of any damages noticed and sign and date this form.
- After the event, a staff member will walk through with you or someone to speak on your behalf, please make note of any damages noticed and sign and date this form.
- If you will not be available to sign this form, at the start and /or end of your event, it is your responsibility to designate a person to sign on your behalf. **(Failure to do so may result in forfeiture of security deposit)**
- If any damages are found after signing off on this form, clients are still responsible for damages found later.

Please note:

- No decorations or items of any kind shall be attached to walls, lights, floors, blinds, ceilings, doors, or tables
- Confetti, glitter, birdseed, and rice are prohibited inside and outside the facility
- No Smoke Machines allowed in the facility
- All trash must be picked up from room(s), buildings, and grounds and placed in garbage cans behind the funeral (event attendees will direct you to the trash cans if needed).
- All spills in room(s) must be cleaned up immediately
- All clean up must be completed and all persons out of the facility by your designated time.

Client information:

Client/Group: _____

Event date: _____

Rental time frame: _____

Refund check information (Must match information on license) *Checks will be mailed.

Name: _____

Address: _____

Person designated to walk through at start time: _____

Person designated to walkthrough at event end time: _____

Prior to event Client or designated person list any damages noticed.

Notes:

Sign: _____

Date: _____

Staff: _____

Date: _____

After event, Client or designated person please sign below that the venue was left in good condition.

Sign: _____

Date: _____

Staff: _____

Date: _____

Notes: