

THE
Cypress Inn
Pavilion

Cypress Inn Pavilion

Event Space Rental Contract

501 Rice Mine Road North | Tuscaloosa, AL 35406 | 205.210.8199 | pavilion@cypressinnrestaurant.com

Event Information

Group Name	_____	Contact Person	_____
Phone Number	_____	Email	_____
Event Date	_____	Guest Arrival / Contracted Event Start	_____
Guest Count	_____	Sales Representative	_____
Pavilion Rental	\$ _____	Pavilion Deposit	\$ _____

Credit Card on File: _____ Exp: _____ CVV: _____ Zip: _____

A valid credit card is required on file for damages and incidental charges.

Reservations and Payment

Reservations are confirmed upon receipt of a signed copy of this agreement together with the required deposit. In this agreement, "you" means the person signing individually and, if applicable, the entity on whose behalf that person signs.

To secure the event date, a non-refundable deposit equal to 50% of the venue rental rate must accompany this signed agreement. Checks for facility rental should be payable to Cypress Inn. Credit-card payments are subject to a 3% processing fee.

Menu selections, final guest count, the remaining 50% of the venue rental, and 50% of total estimated event charges are due 30 days before the event.

The remaining invoice balance, including adjustments to food, beverage, bar, staffing, security, rentals, service charge, and other applicable charges, is due in full 3 days before the event.

A 22% service charge applies to the entire invoice except venue rental and sales tax. Food and beverage are subject to 10% sales tax. Venue rental is not taxed. The service charge is not taxable.

Initials: _____

Cancellation Policy

Cancellations must be made in writing at least 30 days before the event to receive a refund of payments made other than the initial venue rental deposit, which is non-refundable.

No refunds are given for cancellations made less than 30 days before the event. Failure to meet payment deadlines may result in cancellation, with deposits and payments handled under this cancellation policy.

Initials: _____

Rental Fee and Inclusions

Facility Rental

Facility rental includes use of the venue only during the allotted event rental time shown on the applicable rental/rate sheet, plus breakdown, cleanup, standard tables and chairs, applicable bridal suite access, house AV equipment, and parking. Standard rentals do not include setup time unless the selected package specifically includes it.

Included chair inventory consists of gold metal chairs and wooden folding chairs for ceremony-style seating, subject to inventory and the approved layout. Chiavari chairs are optional rentals.

\$3,500 Wedding Package: 2 setup hours in addition to the allotted event time. \$5,000 Wedding Weekend Package: 2 hours Friday for rehearsal and/or rehearsal dinner, plus 2 setup hours and 4 event hours Saturday. Additional setup beyond included time is \$60 per hour. Additional guest/event time is \$300 per hour. All added time is subject to availability and approval.

Initials: _____

Event Timing

Guests will not be permitted to enter the venue before the contracted event start time. Venue preparation, vendor setup, or other scheduled activities may still be underway. Clients must list the earliest time guests are expected to arrive - not the ceremony, dinner/service, program, music, or another later activity - as the contracted event start time.

Events must be completed and all guests gone by 2:00 AM. Bars close 30 minutes before event end, and musical entertainment ends 15 minutes before event end.

Setup and teardown must remain within the approved schedule. Same-day teardown is required unless approved in writing.

Initials: _____

Food and Beverage

A minimum food and beverage purchase of \$500 is required for every facility rental.

Outside food, beverages, and alcohol are not permitted on the premises.

All meals provided by Cypress Inn are buffet style. Plated meal service is not offered.

Menu offerings may be provided for planning purposes, but pricing is subject to change until 30 days before the event. Final menu and bar pricing will be confirmed at that time.

Initials: _____

Bar Service and Alcohol Policy

All alcohol must be provided and served by Cypress Inn staff from venue bars in compliance with Alabama Alcoholic Beverage Control Board requirements. No outside alcohol may be brought anywhere on the premises, including the building, porch, outdoor spaces, or parking areas.

The bar setup fee is \$550 for the first bar and \$250 for each additional bar. Open-bar events receive a \$250 bar credit.

Any guest under 21 who consumes alcohol, or any guest who provides alcohol to a minor, will be removed immediately.

Fighting, property damage, or other disruptive conduct may result in removal, early termination, and additional charges.

Initials: _____

Staffing and Security

A minimum of two banquet captains is required for every event. Banquet captains are charged at \$125 each. Additional staffing may be required based on guest count, menu, service style, and event complexity.

Cypress Inn determines whether professional security is required. Security is \$160 minimum, based on \$40 per hour per guard, and will be arranged through Cypress Inn when required.

Initials: _____

Linens, Tableware and Event Presentation

Linens and Tableware

Linens and serveware are not included in the facility rental rate. Cypress Inn Pavilion can coordinate separate quotes based on guest count, layout, color palette, place settings, and preferred style; applicable charges are added to the event invoice.

All disposable serveware used at the Pavilion, including plates, cups, plasticware, and napkins, must be supplied through Cypress Inn Pavilion. Clients may not bring their own disposable serveware.

If china is used instead, rental china must be arranged through Cypress Inn Pavilion.

All table linens must be rented through Cypress Inn Pavilion or supplied by a vendor approved in advance by Cypress Inn Pavilion.

Initials: _____

Decorations, Vendors and Entertainment

All decorations and third-party vendors must be disclosed and approved in advance by the event coordinator.

Decorations may not be attached with staples, nails, tacks, or tape on Pavilion structures or painted surfaces. Command strips may be used only with prior approval and proper removal. Candles must be enclosed in glass or be floating candles.

Confetti and sequins are not permitted.

House AV equipment, projector, screens, TVs, microphone, and Wi-Fi are included at no additional charge. Additional AV equipment must be rented through RTR Pro Entertainment when RTR offers the requested item. This requirement does not apply when RTR does not carry the item or when the equipment is supplied by the client's musician, musical group, or DJ service.

All entertainment must be approved in advance. Entertainment providers are responsible for specialized equipment beyond the included house AV. Cypress Inn may monitor and control music volume.

Initials: _____

Ticket Sales

No group hosting an event at Cypress Inn Pavilion may derive financial gain from the event through ticket sales, admission charges, cover charges, or similar activity. A violation is a breach of this agreement and may result in immediate termination and forfeiture of deposits and payments.

Initials: _____

Damages

A valid credit card must remain on file for damages, excessive cleanup, repairs, or other event-related charges. This includes damage caused by decorations, candle wax, glass items, or other materials used in or around the venue. Charges are applied only when extraordinary cleanup, damage, or repairs are required beyond normal event cleanup.

Initials: _____

Insurance, Liability and Agreement

Event Liability Insurance

The client must obtain event liability insurance with at least \$1,000,000 per occurrence in general liability coverage. The policy must name Cypress Inn Restaurant, The Cypress Pavilion, and their owners and affiliates as additional insureds.

Proof of insurance is due no later than 30 days before the event. Failure to provide proof by the deadline may result in cancellation, with deposits and payments handled under the cancellation policy.

WedSure is a recommended resource, but clients may use any insurance carrier whose policy satisfies these requirements.

Initials: _____

Liability and Indemnification

You assume all risks and responsibility related to your event and agree to defend, indemnify, and hold harmless Cypress Inn, The Cypress Pavilion, and their officers, directors, members, owners, employees, agents, affiliates, and contractors from claims, demands, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising from the event, guests, vendors, any breach of this agreement, or any act or omission by you, your guests, agents, invitees, or vendors on the premises.

Cypress Inn and its affiliates assume no responsibility for injury, loss, theft, or damage to persons or property arising from the event.

Initials: _____

Acknowledgment

By signing below, the client confirms that the information provided is accurate, that the client has reviewed and accepts this agreement, and that the client is authorized to enter into the agreement individually and on behalf of any named organization.

Client / Authorized Representative

Signature: _____

Printed Name: _____

Date: _____

Cypress Inn Pavilion Representative

Signature: _____

Printed Name: _____

Date: _____