

## **Rental Terms and conditions for using 1380 Blackberry Lane**

**Responsible party:** Each event must designate an event client who is legally responsible for payment; activities performed at 1380 Blackberry Lane, and must assure the property is left in its original state. It is recommended that this person be available for a walk through at the time rental agreement begins and ends. The event client can designate others on the contract that will interact with our event coordinators but the event client will remain legally responsible to fulfill agreement and cover any damages to property.

**Building access:** Approved times of access are clearly stated on your rental agreement. It is important that you limit your access to the facility those stated times since 1380 Blackberry Lane has many events and we want to respect the privacy of each event. If you need access outside the contracted times please contact us at 540-564-1380 and our on call event coordinator will assist

**Noise policy:** All outside events must end promptly at 10:00pm and noise level kept at a level that is not disruptive to neighbors.

**Alcohol Policy:** 1380 Blackberry Lane permits the use of alcohol if the event client is willing to assume full responsibility for any liability and assumes the responsibility to confirm all people are of legal age to consume alcohol.

**Smoking Policy:** No smoking anywhere inside 1380 Blackberry Lane. All smoking outside should be in permitted areas where Pots with sand are provided for butts. If walking in the woods, please do not smoke to protect from fire.

**Liability:** 1380 Blackberry Lane is not responsible for Lost or stolen articles, storage of alcohol, any injuries that happen on premises.

**Conserve Water:** 1380 Blackberry Lane's water supply is a cistern. We have paid close attention to assure you have adequate water for your event. Please make sure there are no leaking faucets, or running toilets during your stay. If you see you have run low on water contact your 1380 Blackberry Lane event coordinator at 540-564-1380.

### **Use of Fire pit and Grill:**

Use of Fire pit and Grill areas require an additional rental agreement and clean up instructions. Please do not use this area if you have not included it in your contract.

### **Parking:**

If it is anticipated that cars will be parked at 1380 Blackberry Lane overnight please let the event coordinator on call know by calling 540-564-1380.

**Pets:**

No pets are allowed inside 1380 Blackberry Lane. If you are going to bring pets for pet pictures there must be a specified handler in charge of the animal the entire time and all waist must be removed.

**Vendors/Volunteer workers:**

*Contracted vendors:* If you use an outside vendor/caterer please have them go to our website and fill out the approved caterer application. This will provide for us all the necessary business and insurance information we will need for your event.

*Volunteers:* If you are having friends, family, or non-insured vendors you must assume full responsibility and agree to hold 1380 Blackberry Lane and its owners harmless in case of accident or injury due to work being performed to set up, run, manage, participate in or clean up your event. We recommend you purchase a special insurance policy to cover your special event.

**Decorations:**

Decorations may be used in the reception room and sanctuary but they may not be stapled, nailed, glued, or taped to any surfaces. No glitter or rice or similar allowed. Any fireworks need proper permits and must be finished prior to 10pm. Tents of any kind require approval prior to installation. Candles are allowed in the reception room and sanctuary (holders must contain all wax and flame).

**Equipment use and rental:**

1380 Blackberry Lane will provide for you a list of equipment inventory. If more chairs, tables, outdoor tents, or other equipment not owned by 1380 Blackberry Lane is needed for your event we will coordinate with rental companies to have these items delivered and picked up. These items will be charged on your contract and must be paid for in advance to your event. Pick-up and Delivery fees will apply. Any additional items needed and not included as a part of the rental agreement must be coordinated by event host and must be removed prior to rental agreement expiration date.

**AV equipment.**

If 1380 Blackberry Lane's sound equipment is going to be used it must be negotiated in the contract with a sound technician on site.

**Furniture**

All tables should be lifted and not drug across floor. Placement of table and chairs should be far enough from walls to assure no damage to walls. Best placement of tables is 6 foot apart to allow for enough distance between when chairs are placed. Please do NOT move pianos or other musical equipment. If these items need to be moved, contact the event coordinator. Unless set-up package is purchased, all items must be returned to their original position.

**Clean up and event closing:**

Unless cleaning package has been purchased on contract, property must be restored to its original condition and all trash must be removed from property.

**Banquet area:** Caterer to provide all trash bags, cleaning needs and removal of bagged and tied trash. Kitchen sink, tables, frig and freezer must be wiped clean.

Kitchen and Banquet room floor swept and mopped.  
Trash cans rinsed if heavily soiled or spilled ABC.  
Mop bucket emptied and rinsed.

***Dressing Rooms:*** Remove all trash and personal belongings, Vacuum and wipe down hard surfaces.

***Sanctuary:*** All personal items and trash removed, vacuum.

***Outdoor areas:*** All trash picked up and all personal items removed. If you did not purchase set-up/tear-down package and used any of 1380 Blackberry Lane's equipment, please clean it and return it to designated storage area.