

CHERRY HOLLOW FARM  
12525 Jones Ferry Road  
Chattahoochee Hills, GA 30268

info@cherryhollowfarm.com  
Laura Williamson – (770) 630-3827



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SINGLE EVENT RENTAL AGREEMENT

Date \_\_\_\_\_

Client Name(s) \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Description \_\_\_\_\_

Date/Time of Event \_\_\_\_\_ Approximate # of Attendees \_\_\_\_\_

Bride (if applicable) \_\_\_\_\_ Groom (if applicable) \_\_\_\_\_

Alcohol (Yes/No) \_\_\_\_\_

If using a wedding planner, please provide contact information below.

Planner Name \_\_\_\_\_ Phone \_\_\_\_\_

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CHERRY HOLLOW FARM (CHF) and the undersigned Client hereby agree to the following terms and conditions of this Single Event Rental of CHF, located at 12525 Jones Ferry Road, Chattahoochee Hills, GA 30268. Any violations or infringements of these terms and conditions listed herein may result in the forfeiture of all or part of the Client's deposit. CHF reserves the right to dictate method of payment and reserves the right to refuse a particular type of payment and demand certified funds. Should a check be returned to CHF for any reason, CHF may require that all future payments be made in certified funds (i.e., cashier's check, certified check or money order).

- Rental Payment.** Client hereby agrees to pay rent for use of the premises for the event described above in the amount of \$\_\_\_\_\_ (excluding tax). Fifty percent (50%) of the rental amount shall be due and payable upon execution of this Agreement. The rental balance is due no later than sixty (60) days prior to your event as scheduled above. In the event the rental balance is not paid when due, CHF may in its sole discretion deem the contract terminated upon written notice to the Client and all prepaid rental deposits shall be forfeited by Client.
- Damage Deposit.** Client shall pay a damage deposit in the amount of \$500.00 no later than sixty (60) days prior to the scheduled event. The damage deposit will be refunded by CHF within ten (15) days following the scheduled event if the premises are returned in the same condition as existed prior to the event. Any amount withheld from the damage deposit for damages will be summarized in writing by CHF and the actual or estimated cost for repairs shall be deducted from the deposit and the balance refunded to the Client.

3. **Reservations/Usage.** CHF does not hold tentative dates. All event dates are first come, first served basis, and are subject to change without notice until a rental contract is executed. A rental agreement is secured ONLY by a signed agreement with a deposit (50% of rental price). Client shall be entitled to use the property, including the livestock barn, reception hall, chapel, dressing rooms, dining hall, bathrooms and surrounding grounds between the hours of 9:00 am and 12:00 am (midnight) on the date of the event identified in this agreement. Access time includes set-up and clean-up. If the event exceeds this timeframe, an additional charge of \$200.00 per hour rate may be deducted from the deposit. A final guarantee of expected guests is required 30 days prior to the event date. CHF's maximum occupancy rate is 325 persons.
4. **Facility Services Provided.** CHF will provide the facilities and services described in this contract on the event date noted to include the use of the livestock barn and bathrooms, the reception hall which includes the use of the bar, stage, dance floor, banquette, galley, catering kitchen and attached porches, the grounds immediately around the venue, the chapel, bridal and groom dressing rooms, the promenade (central tower building), and the grand dining hall which includes a second catering station, bathroom and bar. The CLIENT will also have access to a portion of the lake and all of the parking areas. CHF is an indoor AND outdoor facility so the Client(s) should consider their choice of season when reserving our venue.
5. **Rehearsal.** All rehearsal times must be scheduled in advance with CHF. One (1) hour rehearsal time is included in the rental of the venue. If additional time is needed, prior coordination with CHF staff will be required. Rehearsals will be scheduled to accommodate the wedding party AND any other events that may be reserved prior to or after the respective rehearsal time.
6. **Insurance Requirements.** Client shall at Client's sole expense, obtain and keep in force during the term of Client's use of the property, a policy of combined single limit, bodily injury and property damage insurance (Special Event Insurance) insuring CHF. Such insurance shall be a combined single limit policy in an amount not less than \$1,000,000.00. The policy shall contain cross-liability endorsements and shall insure performance by Client of the indemnity provisions contained herein. If alcoholic beverages are being served, the Client must also add/purchase an alcohol addendum to the Special Event Insurance policy. The certificate of insurance must show CHERRY HOLLOW FARM, L.L.C. as the additional insured. The policy must be obtained through CHF's insurance provider: Jamie Beltran, The Complete Insurance Source, (770) 371-8248. The certificate of insurance must be received by CHF no later than thirty (30) days prior to the scheduled event. This insurance is separate from and in addition to insurance provided by caterers/vendors hired by the Client.
7. **Accidents and Indemnity by Client.** Using CHF event facilities carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. CHF acknowledges that every precaution will be taken to insure the safety of its visitors and expects the Client to do so as well. It is also the policy of CHF, that in the event of an injury, the Client shall call 911 and a CHF representative immediately. Client shall defend and indemnify CHF and hold CHF harmless from any and all liability, damages, costs, or expenses, including attorneys' fees, arising from any act, omission, or negligence of Client, or the officers, contractors, licensees, agents, servants, employees, guests, invitees, or visitors of the Client in or about the premises; or arising from any accident, injury or damage, howsoever and by whomsoever caused, to any person or property occurring in or about the premises. CHF shall not be liable for any loss or damage to person(s) or property sustained by Client, or other persons, caused by the building or

improvements, or any appurtenances thereto, being out of repair or by the bursting or leakage of any water, gas, sewer, or stem pipe; or any theft or vandalism; or by any other cause of whatever nature.

8. **Impossibility of Performance**. CHF shall be released of its obligations to perform under this Agreement in the event of Acts of God, including flooding, power failure, governmental regulations and controls, judicial orders, enemy or hostile governmental actions, civil commotions, fire or other casualty, or other causes beyond the reasonable control of CHF.
9. **Cancellation Policy**. Client must notify CHF in writing of a cancellation. Cancellations received more than (180) days, prior to scheduled event will receive a refund of the initial rental deposit minus \$500.00 for handling and holding reserved space. Cancellations received 180 to 120 days prior to scheduled event, Client shall receive a refund of the initial rental deposit minus \$500.00 for handling and holding reserved space, plus a \$500.00 cancellation fee. Any notice of cancellation received less than 120 prior to the scheduled event shall result in a forfeiture of Client's deposit.
10. **Alcohol**. CHF does not sell or serve alcoholic beverages. Alcohol may be supplied by Client and/or Client's caterer and served on the grounds by the Client's designated licensed caterer/server ONLY. Guests who arrive with their own alcohol shall be asked to transport it back to their vehicles. The serving of alcohol must cease ½ hour prior to the end of the event or no later than 10:30 pm. CHF staff, the caterer, and/or the Client shall announce "LAST CALL" at approximately 10:00 pm during the event to ensure guests have the opportunity to access the bar before the cut-off at 10:30 pm. RESPONSIBILITY FOR APPROPRIATE USE AND CONSUMPTION OF ALCOHOL AT YOUR EVENT AND LIABILITY FOR ANY CONSEQUENCES ARISING FROM THE CONSUMPTION OF ALCOHOL SHALL BE ASSUMED BY THE CLIENT AND THE PARTY OBTAINING THE PERMIT. ONLY THE CLIENT'S CATERER MAY SUPPLY ALCOHOL FOR THE EVENT. NO GUEST OR INVITEE MAY SUPPLY ALCOHOL. A LICENSED SERVER(S) AFFILIATED WITH THE EVENT MUST BE PRESENT TO SERVE ANY AND ALL ALCOHOLIC BEVERAGES. Alcohol may not be served to minors. At any time, if CHF staff deems that alcohol consumption to be excessive, CHF has the authority to close down all alcohol service and/or evict inebriated guests from the premises. As well, the respective caterer and/or bartender(s) have authority to cease serving particular guests based on their professional judgment. CHF staff will make every attempt to speak to the client before taking any punitive action against the client's guest(s). As well, only licensed caterers/bartenders, wedding planner and the client are allowed behind bar(s) and kitchen areas. NO EXCEPTIONS.
11. **Conduct**. CHF has the right to remove any guests that are exhibiting inappropriate behavior (i.e., destruction of property, fighting, drunkenness, civil rights violations, smoking in non-designated smoking areas, unauthorized entry into the venue, etc.). CHF staff will speak to the Client to allow the Client to address the guest(s) and resolve the matter, however, if the violation is severe, the guest may be removed without any discussion with the Client. CHF may also enlist the assistance of the Chattahoochee Hills Police Department to enforce conduct requirements.
12. **Furniture**. Furniture, equipment, and items belonging to CHF are for use inside the buildings and may not be removed. Please do not rearrange or remove any furniture yourself. Only staff from CHF may rearrange or remove furniture but will make every attempt to assist the Client with changes if they request them in advance. In the event of any damage to the venue or furnishings, the Client will be responsible for repair or replacement. Please be mindful that many of the furnishings and finishes in this venue are irreplaceable, so their replacement value may be very high.

13. **Vendors.** CHF does not require you to use particular vendors for your event. The Client may use any licensed caterer, rental company, florist, entertainment, etc. **CHF does not allow self-catered events.** CHF also reserves the right to refuse outside entities, vendors, security and rental companies, florists without reason given. CHF maintains a list of preferred caterers and vendors that have demonstrated superior professionalism. If the Client elects to utilize other vendors/caterers, it is the responsibility of the Client to provide a copy of the rental agreement with any vendors they retain to ensure they are familiar with the expectations, rules and regulations of the venue.
14. **Tents, outside heaters, fans and foul weather planning.** While tents are not included in the rental, we encourage the Client with parties greater than 150 to consider utilizing tents as part of their event plans. Tent placement is allowed on the grass area adjacent to chapel/dining hall building(s). While CHF incorporates creative indoor and outdoor spaces, inclement weather may reduce the outdoor space available for a particular event. Outside heaters and fans may also be necessary if the weather on a particular event is not accommodating.
15. **Food.** CHF does not provide food or drinks at the venue and therefore is not responsible for any illness caused by the consumption of food or beverages while on the premises. CHF only permits licensed caterers to work in our facility unless otherwise allowed. The use of gas, charcoal and/or mesquite grills by the Client and/or their chosen licensed caterer will require prior arrangement and agreement by CHF, and must be located in a pre-designated area.
16. **Deliveries.** Scheduling of all deliveries is the Client's responsibility. Client must make arrangements to meet with individual vendors, including florists, bakers or food suppliers at the premises. CHF will accept deliveries if prearranged with Client as long as the delivery does not impede CHF staff from their regular duties or impact other events at the venue.
17. **Decorations.** All furnishings, implements and historic elements of the venue must remain in place. If movement of these items is necessary, it must be requested in writing and agreed upon by CHF. Staging, platforms, tables, risers, etc., shall not damage property, turf, shrubbery or structural components of the venue. All decorations must be free-standing and removed immediately after the event. CHF has installed fasteners in various locations throughout the venue for use in stringing decorative additions for the event. Decorations that leave any kind of residue; including but not limited to confetti, glitter, silly string, tacks, staples and nails should be avoided. The only adhesive material allowed on the walls/columns is drafting tape which will not damage painted/raw wood surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. Unless specifically approved by CHF, the use of rice, bird seed, and similar confetti is expressly prohibited. The use of sparklers will take place outside any interior spaces in the venue and spent sparkler sticks shall be collected and disposed of by the Client. All materials that are tossed onto the wedding couple must be removed from the grounds by the Client.
18. **Candles.** CHF encourages the use of non-flammable illumination/candles but will accommodate certain candle applications such as votive candles that are contained in durable/hurricane glass containers. No candles of any sort are to be utilized in the LIVESTOCK BARN or in close proximity to any flammable, wooden surfaces and/or vegetation.
19. **Music and Entertainment.** All musicians and/or DJs must cease playing by 11:00 p.m. This will allow time for musicians and/or DJs to dismantle their equipment and be off the premise before 12:00 am. While the owners have

constructed the premises/buildings to reduce noise and lessen impact to surrounding neighbors, the City of Chattahoochee Hills employs noise restrictions, so amplified music must be monitored by CHF staff. A maximum decibel level of 80 is allowed, however the Client will be asked to lower the volume if the music gets too loud. Pianos, violins, harps, flutes, cellos, guitars (unplugged) or any combination of these instruments are welcome inside and outside of the facility buildings. Amplified music has to remain within the confines of the buildings. Musicians/DJs may use the gravel driveway leading up to the LIVESTOCK BARN to unload their equipment and then return their vehicle to the designated parking areas.

20. **Parking.** All motor vehicles are restricted to roadways unless prior approval has been granted by CHF. CHF can accommodate 60 vehicles in the gravel parking lot and an additional parking in adjacent field. Parking attendants will be provided. Two handicap accessible parking spots have been provided in proximity to the venue at the entrance to the parking lot. Guests are also welcome to temporarily park their vehicles in the two parking spaces in proximity to the livestock barn to assist in unloading and loading of passengers that may need assistance. All vendor unloading adjacent to livestock barn and upper pasture must be completed and vehicles removed no later than 45 minutes prior to the event.
21. **Fireplaces.** The Client **may request** the use of the fireplace located in the bar area and the grand dining hall at an additional cost of \$50.00. All firewood will be provided by CHF. Firewood cannot be brought to the venue by the Client and/or guests as this may introduce unwanted pests/insects to the venue property. **Both fireplace locations will be managed by CHF staff only.** The Client and their guests shall not utilize either fireplace to cook with or retract embers and lighted sticks from the main body of the fire.
22. **Clean-Up.** The Client is responsible for the clean-up of the premises after the event. A clean-up checklist will be provided to the Client fourteen days prior to the event. While the vendors will handle much of what is on this list, it will ultimately be the Client's responsibility for all items on the checklist. Rented equipment must be removed from venue property immediately after the event or a pre-approved time by CHF staff. If CHF staff have to do significant additional cleaning, breaking down or moving of any tables or chairs after the event, there will be a \$300.00 cleaning fee deducted from your deposit. Garbage must be bagged and either removed from the premises by the vendor and/or placed in the on-site dumpster for disposal. All clean-up must be completed within 2 hours of the end of the event or 12:00 AM (Midnight).
23. **Personal Items.** CHF is not responsible for lost, stolen, or damaged personal belongings. All personal belongings must be removed by Client upon termination of event. It is the Client's responsibility to confirm that no items are left behind that does not belong to CHF unless the Client and CHF agree that leaving behind certain items is acceptable. While CHF will make every attempt to insure that the Client and/or their guests are able to re-acquire lost items, all unclaimed items will become property of CHF, will be discarded or donated to charitable organizations.
24. **Smoking.** Smoking is expressly prohibited inside or immediately adjacent and/or under any of the venue buildings. Smoking is allowed outside in the designated smoking areas **ONLY**. We ask that the Client assist CHF staff with notifying guests of the smoking policy. Please inform guests they are to utilize the buckets with sand when smoking. All cigarette butts left on the grounds must be removed by the Client during clean-up.

25. **No Animals/Pets.** Several animals on the property are very friendly and do accommodate the wedding party for photographic opportunities, especially Molly the Cow. Please inform guests that farm animals may be petted at their own risk; however, feeding the animals is strictly prohibited. All livestock gates and pen doors should never be opened unless accompanied by CHF staff. Climbing and standing on fencing or railings is strictly prohibited. The Client will ensure that children are accompanied by an adult while viewing the livestock. Only animals belonging to CHF are allowed on the premises except for assistance dogs or animals that are used exclusively for the wedding ceremony. Other special exceptions can be requested in advance.

26. **Photography.** The Client and their photographer(s) may utilize the venue as they wish as it relates to the creation and capture of imagery. The Client may grant or deny CHF permission to take and/or utilize photos of the Client's event on the CHF website and/or other electronic/printed publications. I hereby authorize \_\_\_\_\_/do not authorize \_\_\_\_\_ a member of CHF staff/or representative to take photographs of my wedding and/or event for possible use on CHF website and/or printed publications. At times, CHF may request access to the Client's professional photography to be utilized on the CHF website and/or other electronic/printed publications.

27. **Event Ending Time.** All events must end by **11:00 PM** to comply with the City of Chattahoochee Hills sound ordinances and in order to allow for clean-up and closure of the venue by **12:00 AM** (Midnight).

28. **Additional Information.**

- No bottle rockets, fire crackers or any other fireworks (except sparklers) are allowed
- Sparklers are allowed outside and away from structures only
- Absolutely no weapons or firearms are allowed on CHF property
- Children MUST be supervised at all times – No exceptions
- CHF representatives will be present during all events
- ONLY licensed caterers/bartender/servers and client are allowed behind bar(s) and kitchen areas

THIS RENTAL CONTRACT and attached RENTAL FEE SCHEDULE is entered into this date: \_\_\_\_\_.

\_\_\_\_\_  
Client Name (printed)

\_\_\_\_\_  
Laura Williamson, CEO  
Cherry Hollow Farm, LLC

\_\_\_\_\_  
Client Signature

# RENTAL FEE AGREEMENT

Client Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Rental Rate:	
Tax (7%):	
Total:	

Scheduled Payment		Amount	Date Due
Initial Deposit	\$		
Remaining Rental Fee (60 days prior to event)	\$		
Damage Deposit (60 days prior to event)	\$	500.00	
Additional Fees	\$		