



# Rules & Agreement

(If possible, please book at least 2 weeks in advance)

www.HarvestWorksInc.org

704-487-7777

If your event is one in which you will need or want to purchase special event insurance for you may benefit by visiting our site at [www.HarvestWorksInc.org/SpecialEventInsurance.html](http://www.HarvestWorksInc.org/SpecialEventInsurance.html)

1. Renter will not allow attendees to feed the animals anything other than the animal food provided by HarvestWorks.
2. Renter will see that all attendees follow safety rules using moon bounce (if renting moon bounce renter must complete and agree to all applicable forms).
3. Renter will ensure that the attendees will adhere to the “hand washing” procedures when petting the animals.
4. The use of confetti is not allowed. The renter will be responsible for any expense associated with cleaning if confetti is used.
5. The trash is to be bagged and deposited in the appropriate containers or taken with renter.
6. The grounds and indoors facility must be free of debris, and mopped if necessary, after use.
7. When alcohol is consumed, you may need to have either licensed law enforcement agent or an approved security agent present. The renter shall inform HarvestWorks Farm Manager that alcohol will be consumed, at least three (3) days prior to the event. Bringing your own alcohol (no kegs allowed) is permitted or a licensed & insured caterer may distribute alcohol.  
*If no security is provided by the renter, then security may be provided by HarvestWorks at your expense.*
8. Broken or missing items will be reimbursed by the renter.
9. Absolutely NO SMOKING allowed inside any public building including the barn and green houses.
10. Decorations may be put up but must be removed after event and any marks will need to be removed by renter. Nails, screws, etc. are not allowed in the walls or woodwork.
11. The renter must inform their guests, caterers, and other attendees of the rules and regulations stated above.
12. Please leave the rented area as you found it.

Failure to obey these rules and regulations may result in additional cost for clean up, possible cancellation of the function, and/or legal action. Your signature on the “Facility Rental Form” indicates that you have read and agree to these rules.

## **Cancellation Policy:**

In the event renter wishes to cancel the reservation, renter’s security deposit will be subject to the following cancellation periods and policies. This also applies to all reservations made within the cancellation period.

- Fully refundable up to 30 (& including) days prior to reservation date
- 75% refundable up to 21 (& including) days prior to reservation date
- 50% refundable up to (& including) 14 days prior to reservation date
- 25% refundable up to (& including) 5 days prior to reservation date
- Non-refundable if cancelled within 4 days of reservation date, or at any time during the reserved time frame

**Please keep this document as a reference**



# Facility Rental Form

(If possible, please book at least 2 weeks in advance)

Organization: \_\_\_\_\_ Your Name: \_\_\_\_\_  
(Herein referred to as "renter" or "you")

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## EVENT INFORMATION:

Event Name: \_\_\_\_\_ Event Type: \_\_\_\_\_ Date: \_\_\_\_\_

Setup time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

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

*Please attach a program, schedule, or itinerary if possible.*

How many people do you expect to attend? \_\_\_\_\_

Will there be alcohol: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how will distribution be handled? BYOB \_\_\_\_\_ or Licensed Caterer \_\_\_\_\_

*If BYOB, security may need to be provided. Contact us for information. If no security is provided by the renter, then one may be provided by the HarvestWorks at the renter's expense.*

## OPTIONS & COSTS

Facility costs is based on attendance, type of event, and activities. Prices start at \$125

Please select all of the following additional items you would use to provide:

<input type="checkbox"/> <b>Setup &amp; Cleaning Services</b> <input type="checkbox"/> <b>Security</b> <input type="checkbox"/> <b>Decorations:</b> ask for details <input type="checkbox"/> <b>Catering:</b> ask for details	<input type="checkbox"/> <b>Moon Bounce:</b> \$49, (50% off reg. rental!) <input type="checkbox"/> <b>Gem Mining:</b> \$5 per bucket
	Deposit: _____ Est. Total Cost: _____

*If balance is to be paid by check, we must receive the check 2 weeks before the event. There is \$25 return check fee.*

\*If you are getting the moon bounce: I have read and understood **ALL** of the Rules listed in the **Agreement & Liability Release** AND the Release of Liability and agree to abide by those rules and that HarvestWorks will be held harmless against any claims due to injury or other as described in the **Agreement & Liability Release**. By providing your credit card number, you authorize HarvestWorks, Inc. to bill your credit card for the full amount of any rental costs (less any cash payments) plus any additional charges if unit is returned damaged or is not returned at the time stated on the agreement. Your signature below relieves HarvestWorks of any legal action and indicates your understanding of the "rules & agreement" page.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature must be by the person completing this form.)*

Updated on 5-03-10

**Below is to be completed by HarvestWorks:**

**Deposit paid:** \_\_\_\_\_ **date:** \_\_\_\_\_ **Difference paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail/bring this & deposit to: <b>Kristi Coggins</b> or <b>Johnny White</b> 891 North Post Rd. Shelby, NC 28150
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