

Contract

IMPORTANT RULES & PROCEDURES - PLEASE READ:

- By reserving and renting our venue, the customer agrees to all rules listed below and in Bluebird's Venue Rental Agreement Terms & Conditions, attached to the end of this document.
- Reservation deposit not received within 48 hours of this email or remaining fees not received before the deadline may result in cancellation of any agreement made between Bluebird and the customer.
- Rental payments made thus far cannot be refunded. The rental date can be changed anytime with reasonable notice. Rental payments can also be transferred to a different host.
- It is the customer's responsibility to submit a request via email to mail the damage deposit back to a mailing address no earlier than a week AFTER THE EVENT. Bluebird reserves the right to retain the deposit for any violations.
- If you have purchased a special setup from us, we will do our best to set it up prior to your arrival, however, we will sometimes need more time past your arrival time especially if your arrival time is in the morning.
- All areas used during your event must be left in good sanitary condition, including the porch, tent, and yard. Unless you purchased the "cleanup for you" fee, all trash, leftover food, disposable dishes, decorations, and anything else you brought must be completely removed from the entire property and placed in the blue trash bin located to the left of the garage.
- Only a reasonable amount of trash is allowed to be placed in our trash bin per event (approx. 4 large bags full or filled boxes). Please break down boxes to make more room. The rest must be taken out of the venue. We recommend that you put all your decoration trash and boxes immediately in your cars so your allocated allotted amount of trash bags will be utilized for your leftover food and trash.
- Please expect leaves & debris from the yard on the tent's floor as we have no control over wind blowing leaves into the tent. We will not hold you accountable for it as well ☺
- WHETHER YOU PURCHASED CLEANUP OR NOT: no trash is allowed to be left on the ground anywhere outdoors, especially confetti, glitter, plastic flower petals (Eco-friendly biodegradable petals are OK), beads, bottle caps, wrappers, Popsicle sticks, plastic utensils, and dishes, etc...)

- There is no smoking allowed indoors or in the tent. Smoking outside is allowed but cigarette butts must be thrown in trash bins and not on the ground including the parking lot.
- NO GLASS ON THE GRASS. If the glass breaks in the tent, porch, or indoors, all pieces must be placed in the trash bin.
- NO OPEN FLAME anywhere on the property except for candles on the cake that will only be lit for a few seconds.
- No nails, screws, staples, or penetrating items should be used anywhere on the property. Any tape or gummed backing materials must be completely removed.
- You are allowed to rearrange our tables & chairs inside or outside. Do not move any inside furniture outside.
- We ask that you cover all tables used during your event with tablecloths, ours or yours. Spills on tables that penetrate tablecloths, or spills on chairs or anywhere in the venue must be wiped immediately to prevent staining.
- Feel free to open windows should weather permits but please do not forget to close all windows when you leave as you will be liable for any water damage.
- All decorating, set up, and clean up has to be included in your paid rental time. Unless you paid for cleanup, you are required to allocate time for cleanup. The arrival earlier or departure later than paid rental time will be considered a violation of the rules.
- Keep dogs and children away from inside flowerbeds.
- Bring all necessary items needed to execute your event such as ice, napkins, plates, cups, utensils, paper towels, trash bags, cleaning supplies, etc...
- Basic rental includes the following uses of the kitchen: wash dishes by hand, prep items on the counters, use the microwave to heat food (please clean after each use), and store items in the refrigerator and freezer. No other appliances (stove, grill, oven) are to be used unless you have paid for full kitchen use and your cook was pre-authorized by us.
- Do not touch any items on the counters, shelves, drawers, or cabinets unless you asked for permission. Also, please do not touch the water hose on the porch as there are special instructions to use it.
- Return the air conditioner to the energy-saving mode by hitting the "away" button and making sure the temperature is set to between 60°- 79°. Please turn off all the lights.
- Do not plug more than one device that requires a medium draw of watts such as DJ equipment and more than 3 other small-wattage devices. Outlets outdoors are located on the porch and

inside the big red barn shed. You or your vendors/DJ are responsible for bringing all the appropriate extension cords.

- Do not unplug (inside or outside) or obstruct any security cameras! It will be considered a violation and an offense.
- If you wish to bring a grill, it can only be placed on the concrete pad in front of the garage. It is strictly prohibited to bring it through the gate and place it anywhere in the fenced area of our property, especially the porch or tent.
- Follow the diagrams for parking rules. Park diagonally against the fence in the spaces near the garage. Park on all sides of the rectangular parking lot near the road. You can also park to the left of the garage. Overflow parking can park in the adjacent lot south of us.

Bluebird's Venue Rental Agreement Terms & Conditions

This agreement sets the standard terms for customer rental imposed by Bluebird Cottage Cafe & Event Center ("Bluebird"). By reserving and renting this venue, the purchasing customer agrees to these stipulations and rules of conduct:

- As a renter, I am only receiving a license for the agreed-upon venue space which may be limited to the rental time that has been reserved and paid for. Bluebird may restrict your access to the premises for any reason immediately before and after your rental time has started and expired. Unauthorized use of the premises beyond reserved rental time may result in loss of security deposit.
- I must not act in a manner that, in the Bluebird's sole discretion, does or is likely to adversely affect the peaceful operation of the premises.
- I will not use the premises for illegal purposes or in any manner that could tarnish the reputation of Bluebird or its premises.
- I will not tamper with, borrow, or remove any property kept on the premises.
- I will not cause or permit any hazardous substance to be used, stored, generated, released, or disposed of on or on the premises.
- I understand that I must maintain my rental area and the common areas of the premises in a neat, clean, and in sanitary condition. I understand that all furniture and items used by me during the event must be returned to their place and the manner in which I received them.
- Unless expressly authorized, I will not use any stoves, ovens, grills, flattops, or any other equipment or appliances (big or small) in Bluebird's kitchen or anywhere on the premises.

- I will be held solely responsible for the agreed-upon rental area. I will be held accountable for any injury or damages sustained during the duration of the rental and occupancy on the premises.

- I will be held liable for any guest, invitee, or visitor actions on the premises. I understand that there may not be any staff members from Bluebird on premises during the rental time and therefore I must take all appropriate actions on my own to resolve matters that occur during my rental as well as call the designed phone number given for Bluebird to inform of any matters that require their attention or call local authorities should that be necessary.

- Inappropriate signs, symbols, or other objects may not be displayed on the premises and any allowable signs, symbols or objects must be removed immediately following the duration of the reservation.

- Neither Bluebird nor their respective agents shall be liable for any damages to property or injury to persons or animals. Renter agrees to defend and hold Bluebird and their respective agents harmless from, any claim, action, and/or judgment for damages to property or injury to persons suffered or alleged to be suffered on the Premises by any person, firm, or corporation. Renter shall indemnify, defend and hold Bluebird harmless from and against all loss, cost, and expense, including attorney's fees, arising from any act of Renter or Renter's guests, invitees, visitors, contractors, licensees, agents, servants, or employees in or about the Property.