



Historic Cavern Nite Club

The tradition of using Lost River Cave for special parties and events dates back to the 1930's making it the perfect spot for your special event. Friends of the Lost River, Inc., a non-profit organization whose mission is to protect, preserve and promote Lost River Cave. Your rental fees support the conservation of Lost River Cave and provide a place where people can find themselves in nature.

The information included in this document does not represent a complete rental agreement. Additional prices, policies and procedures apply and are subject to change.

Rates

Monday - Thursday	Friday or Sunday	Saturday
\$4500	\$5500	\$6000

**A deposit is required to reserve a date. To reserve a date \$1000 is due at the time of booking. This deposit is in addition to the rental rate. If the rental is cancelled, the deposit is non-refundable. The deposit is refundable after the fulfilled rental if all policies and procedures are followed. The rental rates are subject to change.*

What is included with the Historic Cavern Nite Club Event Rental

Access to Venue

You will have access to venue beginning at 8am for setup. Your event may begin no earlier than 6:30pm and continue through midnight.

Freedom of Vendor Selection

Select the vendor(s) you prefer for catering, decoration, entertainment, etc. **Tables and chairs must be rented from Bowling Green Tent Rental.** Pricing and contact info for Bowling Green Tent Rental will be provided on a site visit.

Chandelier, White Drapery and Lights

A big part of your décor is already in place and included with your rental. A glimmering chandelier hangs above the underground reception space. Eight panels of white drapery and lights extend out from the chandelier and fall to the floor from the columns of the Historic Cavern Nite Club pavilion.

Golf Carts

Lost River Cave staff will provide transportation for you and your guests from 6:00pm to 12:00am. Our event golf carts(2) seat up to 5 guests each.

Event Cleanup:

Lost River Cave staff will:

- Check and clean restrooms throughout the night
- Stack all tables and chairs in designated location.
- Collect all trash from trash cans/tables in the cave rental area.
- Sweep all floors in the cave rental area.

To reserve the Historic Cavern Nite Club

- A site visit reservation is needed to tour the venue and can be made Monday-Friday between 10:00am-3:00pm.
- Plan 1-2 hours for your visit
- Call or email Maegan at 270.393.0077 / Maegan@lostrivercave.org with questions, to reserve a site visit or book the Cavern Nite Club for your special event.

Availability

The Cavern Nite Club is generally available for private use 7 days per week on a first-come, first-served basis during the **months of June through the first 2 weeks of October**. All private events are contingent upon Lost River Cave's own schedule of events and activities.

- Setup may start at 8:00am on the day of the event.
- The event may begin no earlier than 6:30pm. The festivities may continue through midnight.
- Removal of all event equipment and decorations must be completed by 2:00am.

Capacity

The Historic Cavern Nite Club can accommodate up to 300 seated *without* space for dancing; 250 seated with space for dancing. Wedding ceremonies on the Riverwalk can accommodate up to 200 seated guests. Wedding ceremonies on the first landing can accommodate up to 90 seated guests.

Inquiry Hold, Deposit and Payment Schedule

- An inquiry hold may be placed on a single date for up to 10 days. The hold will be lifted without notification after 10 days unless the event is confirmed with the completed contract and deposit.
- A deposit of \$1000 is required to reserve a date. ***This deposit is in addition to the rental rate. The deposit is refundable after your event date if all policies and procedures have been followed.***
- Payment Schedule:
 - \$1000 deposit is due at the time of booking
 - 50% of the rental fee is due **six months** after booking
 - Remaining balance is due **nine months** prior to your event date
If booking within 9 months of your event date, a payment plan will be discussed and agreed to accordingly.
- If payment is not received per the terms of the contract, the event will be canceled and no refund will be issued.
- **A 2.5% surcharge will be added if you pay by Credit Card.

Rescheduling Policy

You may reschedule your Cavern Nite Club event one time. Arrangements for a new date must be made within 30 days of paid deposit. After 30 days, there will be a \$1000 fee for rescheduling.

- If you must reschedule, we will do our best to find an alternative date. However, if rescheduling is not possible, the cancellation policy will apply.

Cancellation Policy

- Cancellation notice given more than 9 months in advance of event date:
 - Rental fee is fully refunded. \$1000 deposit forfeited.
- Cancellation notice given less than 9 months in advance of event date:
 - \$1000 deposit fully refunded. Rental fee forfeited.
- If the event is cancelled by Lost River Cave due to unforeseeable events, a full refund will be given.

General Liability and Host Liquor Liability Insurance

All renters must provide the Friends of the Lost River, Inc. (dba Lost River Cave) with a Certificate of Insurance covering General Liability *and* Host Liquor Liability coverage of a minimum \$1,000,000. The Certificate of Insurance must be received at Lost River Cave at least one month prior to the event date. Renter may acquire this coverage through theeventhelper.com, an addendum to their Homeowners policy, or by contacting an event insurance agency.

- Policy must include the following statement: "Friends of the Lost River, Inc. has been named as an additional insured."
- Friends of the Lost River, Inc. must be included in the "Certificate Holder/Additional Insured" information block.

Renter's Responsibilities

- Provide linens, food, beverages, entertainment and all décor. Tables and chairs must be rented from Bowling Green Tent Rental.
- Setup of all tables, chairs, decoration, etc.
- Removal of all party décor. All decorations must be temporary.
- You are responsible for the actions of all guests.
- Please note that Lost River Cave kindly requests that you use environmentally-friendly items that have minimal packaging and, if possible, are made of recycled or recyclable materials.

Vendors

The vendor's pages below contain suppliers who have received favorable ratings from past renters. You are welcome to use these vendors or any vendor you choose for amenities with the exception of tables and chairs.

- Bowling Green Tent Rental is the required vendor for tables and chairs. Contact: Butch Schlinke at 270-842-7368 to set up your order.

Rehearsal

If there is another event the day before your rental, you may have up to one hour for rehearsal between 12:30pm and 2:30pm. Please note that tours have the right of way during this time. You may have to work around the setup in place by the wedding taking place that day.

Event Set Up and Parking

Unloading supplies can start at 8:00am the day of the rental. A maximum of 2 vehicles are allowed at the cave entrance for receiving supplies. During the event, please park in the main parking lot on the surface.

Breakdown and Clean Up

Event breakdown and clean up begins at midnight the night of your rental.

- **Renter's responsibilities for event breakdown consist of:**
Removal of all personal items and decorations by 2:00am with the exception of tables and chairs. Any items left after 2:00am, other than tables and chairs, are considered unwanted and will be disposed of by Lost River Cave. Lost River Cave does not provide security and is not liable for theft or damage to any items left overnight.

Alcohol

You are legally responsible for monitoring alcohol consumed by your guests. It is our policy to allow alcoholic beverages to be served at your event. Beer must be in aluminum or kegs. Boxed wine preferred, but glass wine and champagne bottles are permitted as long as they are poured from the bar. Empty glass bottles must be removed in a container (i.e. box or bin) not a trash bag. Hard liquor is permitted; a licensed bartender is required if you are serving hard liquor.

Restrooms

There are permanent restroom facilities near the cave entrance that are available for both the ceremony and the reception.

River Birch Room

The River Birch Room is the ideal location for the bridal party to get ready on the big day. You can be on-site, but unseen until the event begins.

- Available on a first-come, first-served basis.
- Rental period on the day of the event is from 1:00pm to 2:00am.
- Rental rate is \$400.00 plus a \$50.00 refundable security deposit.
- Rental includes setup and cleanup of the River Birch Room.
- Deposit and signed contract is required with reservation of the River Birch Room. The rental rate is due nine months prior to your rental.
- See Cancellation Policy on page 2.