

DOKO MANOR TERMS, POLICIES AND CONDITIONS OF FACILITY USE

Security deposit, rental fees and documents schedule: Contract and Security Deposit are due at time of booking. All rental fees and Proof of Insurance Certificate are due a minimum of 120 days prior to scheduled event date. The Town of Blythewood reserves the right to cancel the event if: 1) all required documentation is not provided, and 2) all charges are not paid in full by 120-days prior to the scheduled event. **Cancellation will result in forfeiture of security deposit. Cancellations must be in writing. Security deposit refunds (if due) will be mailed no later than two weeks after the event. Initial _____**

Please review each of the following. Signature of this agreement indicates understanding and compliance with Manor policies.

- A. Lessee (person who signs the Manor lease agreement) must be present for the duration of the event. Children attending events at the Manor must be supervised at all times. **Purchase of general liability insurance is required. Initial _____**

- B. Event START and END times are indicated on the lease agreement. Lessee and Lessee vendors (decorators, caterers, lighting companies, DJs etc.) cannot enter the facility prior to the time indicated. The approved event END time is also strictly enforced. **Lessee and Lessee vendors must vacate the facility according to the time on the agreement. Rental time includes set up time and clean up/breakdown time.** Additional rental fees will be charged if the facility is not completely vacated by the scheduled time. **Initial _____**

- C. 90 days prior to your event, Lessee will provide Doko Manor with a list of vendors including decorators, caterers, DJs, photographers, furniture delivery, dishes, etc. **Initial _____**

- D. Caterers must provide proof of insurance. **Initial _____**

- E. If Lessee has rented materials and equipment for the event (tables, chairs, dishes, furniture, etc.) the **materials and equipment must be removed at the conclusion of the event (same day)** unless specific arrangements have been approved by the Manor Director or Town of Blythewood representative. **Initial _____**

- F. Lessee must bring or rent chairs for the outside (pergola area) if chairs are to be used in this area. Doko Manor does have chairs for rent. If you rent outside chairs from us, we will put them out and put them away after the event. If you rent outside chairs from another vender, it is your responsibility to arrange to have the chairs delivered, put out, and picked up. **Initial _____**

- G. The facility must be left in the same condition as found when you first entered the building. Lessee and Lessee vendors are responsible for conducting a general facility cleanup after the event including trash removal!. Failure to do so will result in the forfeiture of your Security Deposit. Any damages to the property will result in additional charges being deducted from the Security Deposit.

- H. Foggers, Misters, Smoke Machines, and Bubble Machines cannot be used in the Manor. Open flame candles are not allowed, however small votive candles or tea lights are allowed. Rice, Confetti, Glitter or Birdseed may not be used in the Manor or surrounding grounds. No fireworks are allowed at anytime.
- I. Lessees are not allowed to affix anything to the walls, woodwork, doors, ceilings, light fixtures, windows or floors.
- J. All food and beverage items must enter the facility through the Catering Kitchen door. All trash must be removed from the facility through the Catering Kitchen door.
- K. Lessees or vendors cannot use outdoor cookers, steamers, fryers etc. on the premises unless specifically approved in writing by Doko Manor.
- L. Dancing is not allowed on the bare carpet. A portable dance floor is required when dancing in the Manor.
- M. Please be advised Doko Manor only has one dressing room.
- N. If you are planning to have your ceremony on the outside wedding platform and pergola area, in the event of rain or bad weather, the ceremony will have to be held in the main ballroom.
- O. Maximum seating capacity for the Manor is 250 persons. This includes the wedding party. Initial _____
- P. Diagrams and room sets are required a minimum of 21 days before the event. Initial _____
- Q. A one hour rehearsal time may be scheduled based on the availability of the facility at the discretion of Doko Manor. Please realize that Doko Manor is very busy especially on the weekends. We will make every effort to accommodate your request. We cannot guarantee day or time for a rehearsal. Initial _____
- R. Cancellation of events: Lessee will forfeit 100% of the security deposit if booked events are canceled. A refund of rental fees will be paid to lessees cancelling their events no later than 120 days prior to the booked event date. Cancellations must be made in writing by the Lessee. Email messages are acceptable. Initial _____
- S. Date change of events: Doko Manor cannot guarantee that a new date may be available in the event that you need to change the date of your function. A new security deposit will be required if you need to change the date of your function. Initial _____
- I have read and understand the Terms, Policies and Conditions of Facility Use and agree to the terms stated by affixing my signature hereto. I understand that failure to adhere to the terms of this agreement will result in forfeiture of all deposits.

Signature of Lessee: _____ Date: _____