

Heston Events
84 Heston Lane
Fairmont, WV 26554
304-363-5169

FOR OFFICE USE ONLY:

DATE _____
DEPOSIT _____
BASE PRICE _____
NOTES _____

HESTON FARM PAVILION RENTAL CONTRACT

Reservation Date _____

Estimated Time of Arrival _____ Time of Event _____

Event or Organization _____

Estimated Number of Guests _____

Contact Name _____

Address _____

Phone _____

Email _____

Additional Contact (Optional) _____

How did you hear about us? _____

GO GREEN: Email is our preferred method for sending balance statements and will be used only for issues related to your reservation.

Security Deposit: A security deposit greater than 20% of the basic rental price is due with all signed contracts. (Monday-Thursday \$50, Friday & Sunday \$100, Saturday \$200) Deposits are in addition to the rental price and will not be subtracted from the balance due. Properties will be inspected the morning after each rental and any refund due will be issued via first class mail within one week. Security deposits are only refunded if the following conditions are met:

- Entire balance is paid in full.
- Properties are left in the condition found.
- No excessive littering, damages, or vandalism occur.
- All policies have been followed.

Payments: 50% of statement balance is due 2 months before the event. If payment is not received, we reserve the right to rent the facility without a refund of the deposit. The remaining balance is due 1 week before the event.

Cancellations: Cancellations made 2 months prior to their date will be fully refunded any payments made. Cancellations made less than 2 months before the date will forfeit 50% of the basic rental price. Transferring your payments to a rescheduled date in the same year is permitted.

Alcohol: With any alcoholic beverage, food of substance must be provided. Only persons 21 and over are permitted to drink and must have a designated driver. Those drinking alcoholic beverages are liable to comply with the State of West Virginia's alcohol consumption laws. No alcohol is tolerated in areas other than the group's reserved pavilion area. Any violation of these terms will be grounds for expulsion and offenses will be handled by the necessary authority.

Contact Must Initial the Following:

_____ I am over the age of 18.

_____ I have read the policies and will ensure that all guests abide by them, including my hired staff and vendors.

_____ I agree to be in attendance for the entire event. I will be responsible for making all guests leave and for turning off any loud music at 11:00 pm. I will be the last person to leave and will make sure all lights are out and the doors are locked.

_____ I agree to be financially responsible for any damages, vandalism, or charges for insufficient cleaning.

Signature: _____ **Date:** _____

Make checks payable to **Heston Events**.

To ensure that your reservation is confirmed, please return signed contract and security deposit within two weeks of request. Failure to do so may release your date to other renters.

*Note: Heston Events has the right to revoke any contract upon the finding of any violation of policies. We are not responsible for accidents, loss, or damage to personal property; or the occurrence of any other unfortunate events that may transpire during your rental.