

Mentone Vacation Lodging
Creative Event Solutions, LLC

Cancellation Policies

Cancellation Policy for Event Space Rental: Should it become necessary for the client to cancel the event, Creative Event Solutions, LLC dba Cragsmere Manor would be in a difficult position to try to resell the room nights and function. Hence, all payments are final.

Security Deposit

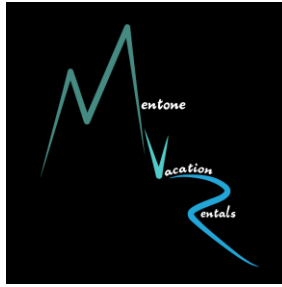
A security deposit of 50% of the balance is due at time of booking with 2 remaining payments at 60 days and at 30 days prior to event date and is solely purposed to secure your reservation. Your account must be paid in full before the event. Payments are non-refundable once they have been paid.

Insurance Fee

A \$100 insurance fee is included as part of your event which covers minor damages. If damages exceed \$350 the client assumes the remaining costs of repairs or replacement.

Additional Fees & Requirements

Clients accept all responsibility for break down and clean up before contract end time as stated above with the exception of packages that include table/chair set up as the staff of Mentone Vacation Rentals will provide the removal of those features if service rendered. Any and all debris left by the Client or their vendors; or violations of our decorating policy will result in an additional cleaning fee of \$250.



Time Arrangements

Admittance to the property for setup and take down, as well as guest arrivals and departures must coincide with the event times as stated in the package and should be coordinated with a representative of Cragmere Manor. Outside vendors must make arrangements with Client for all delivery and pick-ups for the event. Delivery and pick-up must occur within the specified time outlined in the package description. The Client is responsible for all late fees associated with late pick-ups by vendors. Late pick-ups will incur a charge of \$250 per day.

Parking Assistance

For events with 50 or more guests, parking assistance is required. David Gilbreath and the local boy scout troop provides this service. David can be reached at:

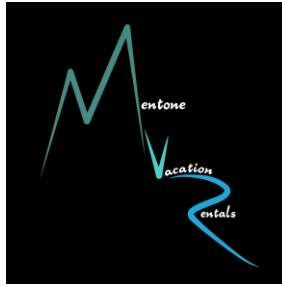
256-996-6808

Use of Restrooms

The use of restrooms inside the house is strictly for the wedding party and up to 14 overnight guests. Those restrooms may not be used to accommodate wedding guests. Client has rented outdoor areas. There are restrooms available at the pavilion. Failure to abide by this policy will result in additional cleaning fee of \$250 and the loss of security deposit.

Space Provided

Rental of Cragmere Manor includes use of the house and/or outdoor space as described. All furniture and setup should be provided to the staff of Mentone Vacation Rentals no later than 72 hours prior to the event. No furniture should be moved at any time.



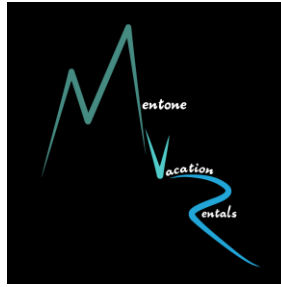
Outside Vendors

Client may choose to hire any fully licensed and insured vendor. A list of all outside vendors, along with a copy of their license and insurance, must be provided no later than 30 days prior to the event date or else they may not be allowed on the premises. All supplies from outside vendors must be removed no later than contract end time. Creative Event Solutions, LLC is not responsible for any items left on the premises. The Client is responsible for all clean up for events involving outside vendors. The facility must be returned to its original condition. All trash and debris from the event must be placed in trash receptacles or completely removed from property by either the appropriate vendor or Client hosting the event. The fine for leaving trash and debris outside of trash receptacle is \$250.

Outside Vendor Requirements

Once approved, outside vendors are welcomed with appropriate business documentation. Documentation must be received no later than 30 days in advance of your event, without exception. We suggest confirmation of required documents prior to hiring a vendor. All outside vendors must show proof of the following:

- 1.General Liability Insurance (\$1 Million Limit)
- 2.Auto Liability Insurance (if they are going to be driving onto the property)
 - a. Creative Event Solutions, LLC" named as an additional insured on the Auto and GL policies.
- 3.Valid business license



Alcohol

Any and all alcoholic beverages at your event must be served by a licensed bartender, no exceptions. No one under the age of 21 may be served alcoholic beverages. Client agrees to take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. Creative Event Solutions, LLC reserves the right to refuse service to and evict from the premises any member of any party, who because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. The Client is held responsible for the behavior of their guests, and any damage to the property caused by a guest will be held payable personally by the Client. State of Alabama ABC

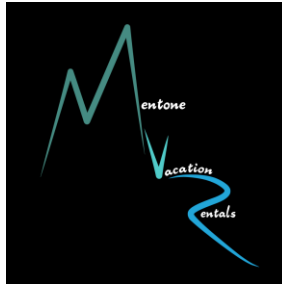
law prohibits the service of alcohol to an intoxicated individual regardless if person is passenger or driver of vehicle. Client must provide proof of personal general liability insurance within the designated time frame (30 days prior to event) if alcohol is being served at the event. Options for coverage can be found by internet search.

Smoking

No smoking is allowed in any of the interior structures of the property (including the house, inside the pavilion, inside the gazebo) at any time. All smoking must be contained to the designated outdoor smoking areas. Cigarette butts, etc must be placed in appropriate receptacles provided by venue. Guests in violation of this policy may be asked to leave the premises and Client charged for extra cleaning fee of \$250.

Pets

Up to 2 dogs are allowed inside or outside of the Cragmere Manor property with a completion of a pet agreement and fees. \$65 for one pet and \$85 for two. No cats are permitted.

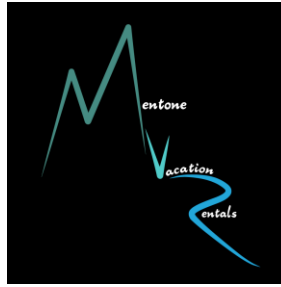


Decorations

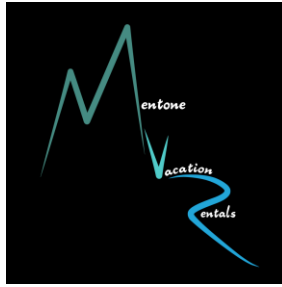
Nothing may be nailed, glued, taped, wired or clamped to any furniture, fixture or accessory belonging to the Cragmere Manor property. No uncontained glitter, confetti, or feathers may be used anywhere at any time (i.e. feather boa or loose confetti sprinkled on a table). Fog or bubbles are not allowed inside any of the Cragmere Manor property. Fireworks of any type (including sparklers) are not allowed on property at any time. Creative Event Solutions, LLC prohibits hanging any objects from the walls, ceilings or doors with tape, tacks, pins, nails or staples in any area of the facility. Creative Event Solutions, LLC reserves the right to remove any decorations in violation of this rule and assess necessary fees for any damage. All candles used must be enclosed on 4 sides. No exceptions. Any and all damage caused by a candle brought in by the Client or one of their vendors will be grounds for not releasing the Authorization Hold.

Liability

The Client and any company or organization represented by the Client hereby releases and Discharges Creative Event Solutions, LLC from any liability for injuries to persons or losses or damages to property incurred by the Client or company sponsoring the event. The sponsoring organization/individual further indemnifies, saves, and holds harmless Creative Event Solutions, LLC, its officers, directors, agents, employees and representatives from any liability to third persons, including participants in the event, that may be incurred as a result of the use of Cragmere Manor and its facilities. In addition, the sponsoring organization/individual is responsible and liable for the actions of their participants, service providers, and guests involved with their event. The Client releases, absolves, and exonerates; covenants not to sue; and agrees to indemnify and hold harmless Creative Event Solutions, LLC and all of its facilities and grounds, its directors, officers, agents, and employees against any and all liability, losses, claims, demands, actions, debts, and expenses and causes of every name and nature for personal or



bodily injury (including any resulting in death) or other damages which may be sustained by any person, and for damage to or loss of any property, during, as a result of, incident to, or in any way arising out of the use of the facilities and grounds. If for any reason beyond its control Mentone Vacation Rentals, LLC is unable to perform its obligations under this contract, such non-performance is excused and Creative Event Solutions, LLC may terminate this Agreement without further inability of any nature to the Client or any third-party employed, retained by, or associated with Client upon return of the full deposit. By signing this contract, I agree to abide by all Creative Event Solutions, LLC regulations as set forth in this contract. I understand that it is my responsibility to inform all parties involved in the event (including all outside vendors and guests) of the policies and procedures. If the event results in a breach of contract and/or damage or additional labor, Creative Event Solutions, LLC may retain a portion or all of the pending Authorization Hold. I acknowledge that I have read and do understand and am in agreement with these policies. The signature indicates the sponsoring organization, its leaders, participants, and service personnel will be informed and will abide by these policies. It is understood by the Client that they are responsible for any violation of the stated policies, which could result in additional charges to be determined by Creative Event Solutions, LLC staff. Furthermore, the Client understands they will be held liable for all charges incurred as well as attorney and/or collection agency fees in the event payment is not received according to policy. By signing the contract, the Client hereby releases and discharges Creative Event Solutions, LLC from any liability for injuries to guests or losses or damages to personal property incurred by the Client. The Client shall hold and save Creative Event Solutions, LLC officers, agents, and employees free and harmless against any and all claims for loss, liability or damage arising out of or in



connection with services rendered under this contract. This contract shall constitute the entire agreement between the Client and Creative Event Solutions, LLC. Any prior understanding or representation of any kind preceding the date of this contract is hereby superseded.

Force Majeure

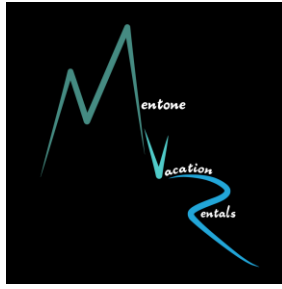
Either party shall be relieved of its obligation hereunder in the event and to the extent that the performance of the agreement by that party is prevented by any cause beyond its control, including without limitation, acts of God (i.e. naturally occurring catastrophic events; however, this does not include rain on day of event or Covid-19).

In addition, Creative Event Solutions, LLC shall not be liable for non-performance (nor liable for any resulting indirect, incidental consequential, compensatory, and/or exemplary damages) when such non-performance is attributable to labor issues, disputes, or strikes; governmental (state, federal or municipal) regulations or restrictions; the non-availability of food, beverages, supplies, mechanical, electrical, water, sewage, or other essential services, safety concerns, construction, renovation, or repair activities; and/or the sale or transfer of majority ownership of the facility.

Retainer and Payments

Client may pay the event total in full at any time or use the payment schedule with the balance being paid at 60 days and 30 days prior to the event. Any payment terms outside this schedule must be approved in writing prior to execution.

Your event will not occur on the said date unless your account is paid in full. If payment is not received as indicated, you may become subject to a late fee of 20% of the outstanding



balance compounding monthly until the balance is paid in full. If the balance is not paid in full by the date of the final payment, 30 days prior, you have a grace period of 48 hours plus late fees. If not paid within the grace period the event is canceled and no refunds are issued.

Signature Line

This agreement plus any attachments constitutes the entire agreement between the parties.

If any provision of this agreement is unenforceable under applicable law, the remaining provisions shall continue to be valid and enforceable. The persons signing this contract on behalf of Creative Event Solutions, LLC and Client (who must be at least 25 years of age), respectively, have the authority to bind to this contract. If the above arrangements meet with your approval, please sign and return this contract, indicating that all arrangements as outlines are definite and confirmed.

Responsible Party (Client) & Date

Responsible Party (Client) & Date

Chanelle Cosumano

Chanelle Cosumano

Owner & CEO of Mentone Vacation Rentals