

RULES AND REGULATIONS FOR THE USE OF GREENWOOD LODGE

The following rules and regulations are provided so that those who lease the Lodge will have a successful event with minimal problems. The lessee is required to sign the rules and give a copy to all vendors (caterers, florists, musicians, photographers, etc.) who will be working on the premises.

1. FOOD SERVICE

All events must be catered by a professional caterer with staff.

As a part of the basic rental all food must be prepared off-site. Food that has been previously cooked may be warmed up. If the lessee wishes to cook and prepare the food on premises there will be an additional \$150.00 charge for use of the kitchen. There will also be a charge for any additional time needed to cook the meal.

The lessee or caterer must provide their own supplies such as containers, foil, etc. They are not to use any of the items in the kitchen including spices, etc. without permission.

All spills must be cleaned as soon as possible to prevent damage. All furniture, mantel, floor, etc. must be protected from watermarks.

No food or drinks are allowed in the dressing rooms.

All garbage and trash must be removed from the premises at the end of the event. The kitchen equipment, tables, chairs, counters, and floors must be wiped clean, and all areas of the Lodge are to be left free of spills, food, crumbs, leftovers, paper goods, etc. Cleaning equipment is available in the hall closet.

2. ALCOHOL POLICY

No alcohol is allowed to be served or to be brought onto the premises by guest(s). Any guest(s) with alcohol will be informed of the policy. If there is further violation of the policy the guest(s) will be asked to leave.

3. FURNITURE AND DECORATIONS

There is to be ABSOLUTELY NOTHING hung, taped, tacked, stapled, nailed, or otherwise attached to any wall, floor, mantel, furniture, fixtures, window, or ceiling of the Lodge. Decorations may be attached to the banister with wire with prior approval of the staff.

All taper candles must be dripleless. Candles used must have protective containers underneath to protect the furniture and tablecloths. Containing candles in a hurricane globe or votive containers adds to the safety of using candles. Candles **MUST NOT** be left unattended at any time. Candles can not be placed on the porch railing, dock railing or the ground. A fire extinguisher is located in the kitchen and in the Great Room near the Men's restroom.

4. SAFETY

The lessee will be responsible for ensuring that all guests at the event behave in a safe, responsible manner.

No one is to sit or stand on the porch or dock railings.

The throwing of birdseed, rice, confetti or silk petals at wedding receptions is not allowed. Wedding bubbles and real flower petals may be used outside.

No smoking is allowed anywhere inside the Lodge. All cigarette butts must be properly disposed of in one of the containers available outside.

Children are not to throw rocks in the lake.

There is no swimming or fishing allowed in the lake.

Parking is allowed in designated areas only. There is to be no loitering in the parking lot or sitting in the cars.

No open containers including cups are allowed in the parking areas.

No illicit drugs or behavior are allowed.

If the gas log fireplace is used only the staff will adjust the flames. No one is to throw paper or anything else into the fireplace.

Guests are to stay in the Great Room and outside. The dressing rooms are restricted to those who are part of the wedding party. The kitchen is restricted to the catering/serving staff.

Children attending any function must be supervised at all times.

Greenwood Lodge, LLC and Greenwood Lodge Events, LLC are not responsible for any personal items or materials brought to or left at the Lodge.

For events with 75 or more people there will be an off-duty State Patrol Officer providing security and directing parking. There will be an additional charge of \$150.00 for this service. Any concerns related to public safety may be addressed with the Law Enforcement officer if one is on duty for the event or with the Lodge staff.

Any items brought in for the event by the lessee must be removed at the end of the event.

I have read and understand the rules regarding use of the Greenwood Lodge. As the lessee, I acknowledge that I am responsible to Greenwood Lodge, LLC and Greenwood Lodge Events, LLC for any injury or damage that result from the failure to follow these rules. Failure to follow these rules may lead to the event being stopped and the loss of my security deposit as well as any additional charges for damage.

Date

Lessee's Signature