

The Garden Court

Reservation Agreement

Thank for choosing The Garden Court for your special event. Please find below our policies and guidelines we have set in place to help your event run smoothly. Please read them carefully and if you are in agreement you can sign the final page and book your event. We look forward to working with you and making your experience with us a pleasant and memorable one.

Hours – The hours for our retail store our 8:30 A.M. to 8:30 P.M. Monday through Saturday. Because your event will most likely take place during those business hours and our store will remain open, we will turn off our store music and will play your music in The Garden Court. This should eliminate any of the noise from retail activity.

Tobacco – Our facility is smoke free, both inside and outside.

Alcohol – The Garden Court does not have an alcohol license. A licensed bartending company of your choice must serve any drinks and will be limited to beer, wine and champagne. We require proof of insurance naming us as “also insured.”

Catering – The Garden Court does not provide onsite food service. You may choose from any of our preferred caterers or use one of your choosing. You may also provide your own food. All caterers are required to provide a copy of their certificate of insurance. The caterer is responsible for clean-up on their food services. If you will be providing your own food services, clean-up will be your responsibility.

Tables – The use of Up to 10 guest tables’ 60” rounds with 8 chairs per table 1 cake table and 2 buffet tables are included in the rental of The Garden Court. Each table over 10 will be charged \$35.00 per table. This includes the use of our standard linens.

Table Linens – The use of our table linens is included in the rental of The Garden Court. We have a choice of white, cream or black linens. If you choose to have specialty linens or colors, you must coordinate that with your vendor.

Gifts and Personal Items – You are responsible for the handling of gifts coming into and being taken out of The Garden Court. We are happy to help you display

other personal items such as quilts, pictures, etc., but will not be responsible for any items that are left behind.

Child Care – You and the parents are responsible for the safety and actions of children. Please be mindful of the many fragile items around The Garden Court and the “behind the scene” places that are not safe areas for small children. The bride’s room is for the bridal party only. No children are allowed in this room. Mothers with children that need to change a diaper must use the restrooms where a changing table is provided.

Videographer – Your videographer is responsible for hook-up and computer files for the TV displays. Newly generated computer files and disks may not be readable on our standard DVD player. We suggest that your videographer test the equipment with ours for compatibility prior to your event.

Music – We accept all types of music that are appropriate for a wedding, business or public setting. Please be aware that any music with inappropriate and/or offensive language is not acceptable. We highly recommend you use a professional sound person for your wedding. This will insure you have a seamless flow to your event and one less thing for you to worry about. If you choose to do your own music we recommend that you come in a week in advance and make sure you are familiar with our system and that your equipment is compatible. We recommend you do a test run of your music to make sure the sound levels are acceptable and all will run as you have planned. iPods and other playing devices may need special adaptors in order to work with our equipment. You are responsible for providing any additional equipment.

Rice and confetti are prohibited. Sparklers and bubbles may be used, but ONLY outside the building.

Damages – You will be charged for any damages to fixtures and/or merchandise.

Deposit – Your deposit of \$500.00 will secure your reservation. This deposit is non-refundable. You may make a single transfer of your reservation to another date as long as that date is available.

Payment – The remainder of your payment is due a minimum of 14 days before your event and is also non-refundable. We also reserve the right to adjust pricing for any event with over 500 guests

Booking – We may book another event on the same date. The first booking has the choice of either the indoor Garden Court or the outdoor Patio.

Event Reservation Agreement

The Garden Court at Tai Pan Trading

Today's date _____ Date of Event _____

Groom's Name _____ Bride's Name _____

Store Closing _____ Event hours _____ Type of Event _____

Primary Contact Person _____ Cell _____

Alternate Contact _____ Cell _____

Contact Address _____

Phone _____ Fax _____ Email _____

Ceremony here? Y N Event Cost _____ Deposit _____

I have read the **Event Reservation Agreement** policy page and agree to those policies. I release The Garden Court (and Tai Pan Trading) from any liability resulting from my event and its attendees' actions. I accept responsibility for damage or loss caused by attendees.

Host Signature _____ date _____

The Garden Court, by _____ date _____
