



RESERVATIONS

Rental Hours

Your rental period is stated on the reservation agreement. This is the only period during which you, your guests, participants and vendors may occupy the rental site. Additional time may be purchased, if available, at \$300 per hour. All additional time must be arranged at least 15 days prior to the event.

Rehearsals

A one-hour wedding rehearsal may be scheduled without charge. If additional time is needed an hourly rate of \$200 will be charged. ENGEDI reserves the right to reschedule the rehearsal if there is a time conflict with another function.

Cancellation/Refund

If it becomes necessary to cancel a reservation, it must be cancelled at least 45 days prior to the function in order to receive a 50% refund of fees that have been collected towards your rental payment less the \$50.00 booking fee. The entire rental deposit is non-refundable if the event is cancelled within 45 days.

Termination

Management or an authorized representative of ENGEDI reserves the right to terminate any scheduled event if it is determined that the activities are or potentially may be endangering the health and safety of the guests or neighbors or infringing on the rights of others or damaging the grounds, facilities, equipment or furnishings.

Payment

A non-refundable good faith booking fee of \$50.00 is required to initiate a new contract. The contract must be returned by the stated date, if not, the reservation will immediately be cancelled and the booking fee forfeited. When the contract is returned by the due date, the \$50.00 booking fee will be applied toward the rental fee. An initial PAYMENT totaling 40% of the contract price is due with the signed contract. The balance of 60% and a refundable security deposit must be paid 30 days prior to the function. An event can be canceled if any payment is not received within the required

time period. Checks should be made payable to ENGEDI ESTATES, LLC. The check face must have the complete name, address, and telephone number of the individual or organization making the payment. Second party checks will not be accepted. Payment can be made in cash, money order, personal checks, or credit cards. If any payments are made less than 30 days prior to the function, only a money order, cash, or cashier's check will be accepted. A \$50 dollar handling fee will be charged for each returned check.

Security Deposit

Renters are responsible for any damages to the facility or grounds caused by (but not limited to) guests and business invitees. Damage to the buildings or failure to follow any of the rules and regulations may result in partial or total forfeiture of the renter's security deposit. Refundable security deposits are issued in the form of checks by ENGEDI, usually within 30 days after the function. The facility manager may increase or decrease the security deposit if the reservation is of such a nature that greater or lesser than usual cleaning or other services are needed.

FACILITY RULES

The rental client and the responsible individual shall indemnify and hold harmless ENGEDI from and against all actions liabilities, claims, suits, damages, costs or expenses of any kind which may be brought or made against ENGEDI of which ENGEDI must pay and incur by reason of or in any manner resulting from the sponsor's negligent performance of, or failure to perform any of his or her obligations under the terms of the reservation agreement. ENGEDI also reserves the right to require clients to provide proof of general liability insurance for any function being held at an ENGEDI location. The amount of insurance is based upon the type of function taking place.

It is the rental client's sole responsibility to inform independent contractors, vendors, and caterers of the facility rules, regulations, policies and procedures. A list of all vendors must be submitted to the event coordinator one month prior to the event.

Alcoholic beverages are permitted at functions. These beverages are restricted to **beer and wine ONLY**. A bar mat must be set up and all alcoholic beverages must be served by the drink. "Bring your own bottle" functions are not permitted. A cash bar or admission charge may be utilized only by a professional caterer holding a state alcoholic beverage license for such purposes. ENGEDI does not have a license for the sale of alcohol. Extreme caution is strongly urged in the serving and consumption of alcoholic beverages. No person under the age of 21 may consume any alcoholic beverages.

Amplified sound that complies with the Frederick County noise ordinance and does not result in any complaints from neighbors is permitted outside. The volume will be monitored by the event coordinator and, in the event of

any complaint, the client must comply with the event coordinator's directives regarding same.

Bridal Room is solely for the use of the bridal party and as a health room for mildly ill or temporarily infirm guests.

Capacity limits stated in the rental contract, not to exceed 300 guests, must be adhered to for the safety of your guests and visitors to the facility.

Catering supplies and equipment, such as kitchen and bar utensils, linens, ice, or drink containers or coolers are not provided. If setting up a bar, bar mats must be used to protect the grass. Absolutely no propane ovens or grills are permitted.

Dance floors are mandatory if dance music is to be provided.

Deliveries and pickups by vendors must take place within the rental period or at other times specified in the rental contract or otherwise approved in writing by ENGEDI. Delivery of items prior to a function must be coordinated with ENGEDI. The client assumes the risk of loss or damage with respect to all equipment and other personal property that is lost or damaged before, during or after the rental period. ENGEDI provides no security and the rental client must indemnify ENGEDI against loss or damage resulting from any such event. Vendors must follow designated access routes. Vendors may not park or drive on the lawn at any time. All items left after the occupancy period are subject to disposal.

Garden beds and displays are changed periodically. During changeovers and upon certain weather conditions and unforeseen circumstances the gardens beds may be free of plantings or sparsely planted.

Insurance must be obtained by the rental client for the event and evidence of same furnished to ENGEDI with the final payment on the contract. Insurance can be obtained from the rental client's homeowners' insurance carrier in most cases. ENGEDI will be happy to provide guidance for this requirement upon request.

Medical emergencies require that the rental client and/or affected guest contact 911 or otherwise directly engage emergency services. ENGEDI provides no medical staff or other medical assistance or facilities.

Parking is available on a first-come, first-served basis in designated areas. There shall be no parking on the grounds, lanes, roads or any other places on the property. Violators will be subject to charged towing.

Portable rest rooms at the renter's expense may be required, depending on the number of guests and location of the event.

Public safety measures must be followed. The use of flammable material, open flames, bonfires, torches, unprotected candles or other such devices is prohibited.

Setup and cleanup of all areas occupied for the rental period are the responsibility of the renter. ENGEDI does not provide setup assistance. Except as provided in your contract, setup and cleanup must be completed within the rental period.

Signage and decorations must be free standing. Attachment of flyers, posters, signs and similar items to the interior or exterior of the building, utility poles, trees or vehicles parked on the property is prohibited. All decorations, flowers and signs must be removed by the renter from the building and grounds by the end of the reservation period.

Smoking or the use of tobacco products is prohibited inside all buildings and under tents. All smoking must be done in areas designated for such by ENGEDI on the property.

Tents and canopies for outdoor events must be large enough to accommodate all guests. Prior arrangements must be made with the event coordinator to set up and break down tents and canopies in order to avoid possible conflict with other reservations. Tent companies must contact ENGEDI for site criteria.

Throwing or releasing rice, confetti, potpourri or similar items is not permitted. Only bubbles, flower petals, birdseed and other materials which are quickly biodegradable or which are readily able to be cleaned up by the rental client at the end of the event may be used.

Trash and debris must be bagged and placed in the designated containers supplied and removed by facility staff, or removed from the premises at the close of the event by the caterer or rental party.

Visitors to the Estate from the general public will not have access to your rental site. Appropriate signage will be used during your reserved time. Staff will also monitor your site.

Wildlife and plants may not be disturbed in their habitats. Spraying or active elimination of bugs, bees, gnats or other insects is prohibited.

PHOTOGRAPHY

Wedding photography sessions at Engedi Estates does not require a commercial photography permit.

CATERING

If catering services are desired for an event, it is the sole responsibility of the event sponsor to identify and enter into a **separate agreement with a caterer**.

- The catering agreement shall not include ENGEDI as a party.
- The catering agreement must obligate the caterer to provide to the sponsor, prior to the scheduled event, copies of the caterer's food service facility license, food manager license, and liability and damage insurance certificate. The insurance certificate must be for at least one million dollars and must name ENGEDI as a certificate holder and an additional insured as follows:

ENGEDI ESTATES, LLC
13403 Autumn Crest Drive
Mt. Airy, MD 21771
ATTN: Deborah newcomer

- The catering agreement must require the caterer to abide by all laws, rules and regulations of the State of Maryland and Frederick County, as well as all of ENGEDI'S rules and regulations of ENGEDI, including Title 21, Subtitle 3, of the Health-General Article of the Maryland Annotated Code, Title 10 of the Code of Maryland Regulations, and the Code of Frederick County, Maryland.

At least 30 days before the event, the sponsor must provide the facility manager with copies of:

- The catering agreement
- The caterer's food service facility license
- The caterer's food manager license
- The certificate of insurance

Following the event, but before leaving the facility, the caterer/sponsor must:

- Dispose of any leftover ice in a graveled area—not on the grass.
- Removed all delivered items from the building and grounds. (Any items left after an event are subject to disposal.)
- Remove all trash from the building and grounds to the designated bins or off-premises.
- Arrange for inspection and checkout with facility staff.

Accepted:

date

date