

Heritage House Rental Agreement Contract

6881 FM 1387, Waxahachie, Texas 75167 972-351-2431

Jeff & Angie Todd, owners

Please read and initial every item. Sign at the bottom and return to Heritage House. Heritage House will be formally reserved for your event once it has received this completed document and appropriate deposit.

_____ 1. No Alcohol permitted. Only exception is a single bottle of champagne for Bride/Groom toasting at weddings.

_____ 2. No Kitchen use permitted. If Heritage House caters your event, our staff will access kitchen. Please note: this means there is no **refrigerator, sink, ovens or freezer available**. You must provide your own means of heating and cooling foods you bring in. Ice will be provided upon request.

_____ 3. No Upper room access unless rented specifically (Bride room).

_____ 4. Sound system may be used for music play and microphone, upon request prior to event. Music can be played from a playlist on iphone, ipad or laptop computer.

_____ 5. TV is available to play videos from your laptop, ipad or powerpoint type photo display off HDMI plug in.

_____ 6. There is no wifi in Heritage House. Your personal data will be accessed if you play music or video from your electronic devices.

_____ 7. Your event time must begin and end within the timeframe allotted. For example: if you have 5-10pm timeframe, your decorating, set up, party, tear down and clearing out must be completed starting no earlier than 5pm and ending no later than 10pm.

_____ 8. Heritage House will set up tables and chairs per your request prior to your start time if communicated to us beforehand. Please indicate the number of tables and chairs needed for your event on the space on second page of this document.***

_____ 9. Heritage House can provide tablecloths for tables at \$5/table per your request if communicated to us beforehand.

_____ 10. It is the responsibility of the person who signs this agreement to insure that all trash is loaded into garbage cans provided and all décor is removed before leaving.

_____ 11. Most people need use of scotch tape, scissors, and various things like this when decorating. Please be sure to bring these as Heritage House will not provide, due to the many events we cannot be responsible for these items.

_____ 12. 3M type hooks/adhesives may be used to hang things temporarily on the walls. Please remove upon the completion of your event.

_____ 13. Grand piano is to remain covered and not played unless prior agreement has been made for a musician.

_____ 14. Deposit is non-refundable. It will be applied to the total balance due unless damage or loss to Heritage House property occurs, in which case, deposit will be used as a payment toward loss and full balance will be due.

_____ 15. Please inquire as to whether Snow Shack will be open for business during the hours/date of your event. We do not close for private events unless you wish to pay for this option. (inquire for details if needed)

_____ 16. No loose glitter or confetti may be thrown in Heritage House. Decorative table top confetti may be used if containable, only.

_____ 17. Helium balloons are allowed provided they are attached to something weighted and/or tied to a weighted object. All strings and ribbons must be fully removed from any chairs, etc. Any loose helium balloons which have to be retrieved by Heritage House using a ladder will result in a fee of \$10/balloon.

***Please review the details regarding Heritage House tables, chairs, tablecloths and set up listed below. Fill in the appropriate information.

100 chairs (black folding) _____ 8 five foot round tables _____
4 six foot rectangular tables _____ 2 four foot rectangular tables _____
1 nine foot buffet (normally used for food service, if HH provides catering, this will be unavailable)
Burgundy, Black, White and Ivory tablecloths (circle one, if needed)

Some other décor may be available for rental upon inquiry.

Name (please print) _____

Signature _____ Date _____

Contact Phone # _____ Email _____

Date of Event _____ Timeframe (circle one)
9am-12pm 1pm-4pm 5pm-10pm

Heritage House use only:

Deposit made on _____ for \$ _____ check # _____, cash ___ or CC