

## Cambria Pines Lodge Terms and Conditions

(2 pages total)

1. All space-rental deposits, due at time of booking, are non-refundable except when:
  - a. Event is cancelled by client at least six months in advance of event date
  - b. Event space(s), date(s), and time(s) are rebooked by Cambria Pines Lodge. If both of the above conditions are met, deposit will be refunded with the exception of a \$200 booking fee.
  - c. If event is cancelled within 30 days of event date, full payment for contracted food and beverage plus tax and gratuity are due.
2. In case of inclement weather, Cambria Pines Lodge will not refund deposit(s) for unused space (e.g., Gazebo rental in case of rain). Instead, we will provide an alternate location for the function and retain all contracted space rentals.
3. A guaranteed number of guests for catering functions must be received by our catering office on the date specified verbally by our catering representative or written on the Group Agreement or Banquet Event Order (usually 10-16 days in advance, depending upon the event). Changes (a maximum of 5% of the total number of guests) in the guarantee may be called in to the catering office up until four calendar days in advance of event date, unless these changes bring the total number of guests (or dollar amount of food and beverage) below minimum contracted level.
4. If total food and beverage purchase is below contracted minimum purchase, the Hotel will add the dollar amount representing the balance to the banquet bill with no food or beverage to be provided representing this dollar amount.
5. All food and beverage functions are subject to a service charge of 20 (twenty) percent.
6. The Hotel will apply applicable sales taxes to the price of all food, beverage, and space rentals which represent a location where food and beverage are consumed. Amounts designated as service charges added to the price of all food and beverage are part of the selling price of the food and beverage and must be included in the retailer's gross receipts subject to tax, even though such service charges are made in lieu of tips.
7. Should credit arrangements be made in advance through the Hotel's accounting department, payment will be required within 30 (thirty) days of the event's first day at the Hotel. Accounts remaining unpaid beyond 30 days are subject to a service charge.
8. Banquet or meeting facilities will be assigned by the Hotel to accommodate the needs and requests of the group; however, the Hotel may substitute suitable, alternate space within the Hotel's grounds as it deems necessary, or if the number of guests deviates from the number originally indicated.
9. Bar guarantee: A minimum of \$200 in cash beverage sales per bar must be met above and beyond the charge for any hosted beverages (unless entire bar is hosted), or client will be charged the difference between the amount of sales and the \$200 minimum cash purchase.
10. "Leftover" draft (keg) beer becomes the property of Cambria Pines Lodge and may not leave banquet area after conclusion of event.
11. To assure the success of any given function, all products and services or requirements, including meeting and meal times, must be determined prior to the date of the function. Changes in contracted set-up after arrival will be made at the rate of \$50 per hour for labor. Likewise, if meal time is delayed by client more than 30 minutes on day of event, a labor charge of \$50 will be added to banquet bill for each meal event that is delayed by client.
12. Loss of or damage to a group's decorations or other property brought onto the Hotel premises will be the sole responsibility of the group's organization or contracted representative. The Hotel will assume no liability for any losses, theft, or damage to client's property. The group is responsible for the conduct of all persons in attendance and for any monetary damages (including court costs) incurred by the Hotel or its guests due to the actions of individuals associated with or representing the group's organization or contracted representative.
13. Cambria Pines Lodge will not accept responsibility for client's liability due to injury or death of attendees or guests of client's function.
14. If for reasons beyond the Hotel's control (including but not limited to government restrictions or regulations on travel, Act or Acts of God or Nature, accidents or accidental overbooking), the Hotel is unable to perform its obligations, such non-performance is excused with no other liability upon return of any deposit.

15. The Hotel does not allow on its premises (indoors or outdoors) rice, birdseed, confetti or glitter. We do not allow loose silk flower petals, or any other paper, ribbon, or netting products, on outdoor tables if such products or wrappings are likely to blow off the tables onto the ground. We do allow live-flower petals on tables indoors and outdoors, and on the ground outdoors. We allow bubbles outdoors only, with the express condition that any damages to the Hotel's water features by such bubbles will be charged to the client.
16. All children under the age of ten years must be under the constant supervision of an adult while outdoors in our Gardens. Any damage to water features, plants, or flowers will be charged to the client whose group was in the Garden when the damage occurred.
17. Candles are permitted indoors or outdoors, as long as all flames are surrounded by glass (i.e., a votive holder, hurricane glass, or bowl). Hotel staff will light a maximum of three candles per table per function.
18. The Hotel may require security for groups whose size, program, or nature indicates such need. The acquisition of security personnel is at the expense of the group, and must be a reputable, licensed guard or security agency approved by the hotel's catering department.
19. Federal, State, and Local laws with regard to food and beverage purchases and consumption are strictly adhered to, with special emphasis on the following: All food and beverage must be purchased through Cambria Pines Lodge for consumption on the premises. Proper equipment and knowledge are essential in maintaining necessary temperature controls and sanitation; therefore, we are unable to allow food prepared in quantity to leave the banquet room in which the function takes place. The Hotel reserves the right to inspect and regulate all private meetings, banquets, and receptions in accordance with hotel policy and established laws. If the Hotel learns that such a party is in progress and has reasonable grounds to suspect the following:
  - a. Minors consuming alcoholic beverages
  - b. Recreational use of narcotics/drugs
  - c. Any other illegal activity is taking place
  - d. Any disturbance, fighting, offensive language or harassment are observed by CPL staff
 Cambria Pines Lodge reserves the right to stop the party immediately and ask all occupants to leave without refund. If the Hotel has to stop the client's party for any of the above reasons, the client is responsible for payment of all requested and/or contracted food, beverage, and other services, even if said items have not been consumed or used.
20. The Hotel does not allow clients' or guests' alcohol or food (with the exception of special-event cakes) in banquet rooms without express written permission. Any unauthorized alcohol or food will be removed without compensation. We do not allow alcohol to be given as "favors."
21. Cambria Pines Lodge staff will control the volume of music and other activities at all times in order to ensure the comfort of all our guests.
22. Cambria Pines Lodge and Cambria Nursery & Florist reserve the right to use images taken from weddings and group events on property for marketing purposes specifically related to Cambria Pines Lodge, Cambria Nursery & Florist and Moonstone Hotel Properties.
23. We hope the foregoing policies will assist you in planning your event. Of course, specific details such as menu selection, room and table arrangements, entertainment, and other matters will be discussed and established prior to your event to meet your satisfaction and the Hotel's requirements. Every effort will be made by the Staff and Management of Cambria Pines Lodge to offer your group a highly successful and enjoyable event that will become a pleasant memory for you and your guests.
24. This list of terms and conditions applies to all group events at Cambria Pines Lodge. No exceptions are made without express written permission. Since these terms and conditions are published publicly on our Web site, and are included with every Group Agreement contract, Cambria Pines Lodge will assume that all clients (including those who have submitted a deposit but who have not signed a Group Agreement, Banquet Event Order, or this document) have read this information and agree to all terms and conditions contained within.

Accepted by \_\_\_\_\_  
 Client's Signature of Approval

Date \_\_\_\_\_