



Magic Moment Bridal Suite Rental Policy

Welcome to the Magic Moment Bridal Suite! To ensure a positive experience for all guests and maintain the integrity of our space, we ask all renters to adhere to the following policies:

Booking and Payment

- Deposit: A non-refundable deposit of **\$100.00** is required to secure your booking date.
- Final Payment: Full payment is due no later than **(14) fourteen days** prior to the event date. Failure to pay may result in a cancellation of the reservation.
- Discounts: Any discount must only be used for its stated purpose. Discounts used incorrectly will be voided.

Cancellations and Rescheduling

- Cancellation: Cancellations made more than **(7) seven days** before the event will receive a 50% refund of the amount paid, excluding the non-refundable deposit. Cancellations within **(7) seven days** of the event will not be eligible for a refund.
- Rescheduling: If you need to reschedule, please contact us as soon as possible. Rescheduling may be subject to availability and an additional fee.

Event Setup and Cleanup

- Access: Setup and teardown times should be included in the rental period. Additional hours are available upon request for an extra fee.
- Decorations: All decorations must be approved in advance. The use of nails, adhesives, or any material that may damage surfaces is prohibited.
- Cleanup: Renters are responsible for basic cleanup after the event. A cleaning fee of **\$50.00** may apply if the space is not returned to its original condition.

Food and Beverage Policies

- Venue-Provided Food: Our venue offers a selection of in-house food and beverage packages.
 - Special Dietary Needs: We are happy to accommodate dietary restrictions with advance notice. Please inform us of any allergies, preferences, or dietary needs when booking.
 - BYOB (Bring Your Own Beverage): Guests may bring their own alcoholic beverages for private events. BYOB Guidelines:

- Alcohol must be served by a designated person over the age of 21.
 - No alcohol sales are permitted unless appropriate licensing and permits are obtained.
 - The renter assumes all responsibility for alcohol-related liability and must ensure guests consume responsibly.
- Outside Catering: External caterers are welcome if you prefer an outside provider. All outside caterers must hold valid licenses and liability insurance.
 - Vendor Responsibility: The renter is responsible for ensuring that all vendors comply with venue policies, including setup and cleanup requirements.
 - Additional Fees: A service or setup fee may apply for outside caterers.

Noise and Conduct

- Noise Levels: Music and noise must be kept within permissible levels to respect neighboring properties.
- Conduct: Renters and their guests are expected to behave respectfully and responsibly. The venue reserves the right to end any event early if safety or property integrity is compromised.

Liability and Damages

- Liability: The renter assumes all responsibility for guests, vendors, and any damages that occur during the rental period.
- Damages: The renter is responsible for the cost of repairs for any damages caused to the venue, equipment, or property during the rental.

Vendor Insurance Requirements

To ensure the safety and success of your event, all external vendors providing services on-site must meet the following insurance requirements:

- Proof of Insurance: All vendors (e.g., caterers, photographers, hairdressers, makeup artists) must provide proof of insurance no later than **(7) seven days** prior to the event date.
- Coverage Requirements:
 - General Liability Insurance with coverage of at least \$1,000,000 per occurrence and \$1,000,000 aggregate.
 - Liquor Liability Insurance (if serving alcohol) with coverage of at least \$1,000,000, if applicable.
 - Workers' Compensation Insurance, if applicable, as required by law.
- Approval: The venue reserves the right to approve or deny any vendor based on their compliance with these insurance requirements. Vendors without proper insurance will not be permitted to operate on the premises.
- Responsibility: The renter assumes full responsibility for ensuring that all vendors comply with these insurance requirements. Non-compliant vendors may result in cancellation of services and/or additional charges.
- Submission: All required documentation should be emailed to info@magicmomentbridal.com

Additional Guidelines

- Capacity: The maximum capacity for events is **(50) fifty** people. Exceeding this limit may result in penalties or immediate cancellation.
- Smoking Policy: Smoking is prohibited within the venue. Designated outdoor smoking areas are available.
- Parking: Parking is available in designated areas only labeled 153 Perry Highway. The venue is not responsible for any damage to vehicles or items left in the parking area.
 - Overnight Parking: Any vehicles that are being left overnight are to be done in the lower, general parking lot. Failure to do so may result in the vehicle being towed at the Owner's discretion.

Acknowledgment and Agreement

By signing below, I confirm that I have read, understood, and agree to abide by the terms and conditions outlined in the Magic Moment Bridal Suite's Rental Space Policy. I accept responsibility for ensuring that all event participants, vendors, and guests comply with these policies. I understand that failure to adhere to these terms may result in additional charges, forfeiture of the security deposit, or termination of the event.

Signature: _____

Printed Name: _____

Date: _____

We're thrilled to host your event and are here to ensure it goes smoothly. Thank you for choosing Magic Moment!