



1019 Garden Valley Lane
Columbia, SC 29210
803-772-2500
info@gamechangerssc.org

River's Edge Retreat Facility Contract: Usage Rules and Regulations

Rental Date: _____
Rental Event Name: _____
Responsible Party(ies): _____
ID presented: _____
Credit/Debit Card Information: # _____ Exp Date: _____ CVV: _____
Zip Code: _____ Name on Card: _____
Address: _____
Phone Number: _____ Email: _____

River's Edge Retreat (RER) Policies and Rules:

No concealed weapons, illegal drugs, intoxicants or other controlled or narcotic substances are allowed on facility premises at **any** time. No smoking is allowed on any part of the River's Edge Retreat (hereafter known as RER) campus, this includes the buildings, pool areas, pavilions, playgrounds, natural areas, parking lots, driveway, porch areas, and personal or private vehicles parked on the campus. Those using RER facilities are responsible for assuring proper conduct of all persons attending the event, for providing police or security guard protection, which meets the discretion of the CEO when needed, and for **immediately** restoring the RER property in the event of damages. The agreement for the rental space(s) along with the following rules and regulations becomes a contract between River's Edge Retreat, the CEO/Rental Manager and the Lessee upon acceptance of the agreement by Initial:

_____ Date: _____

Reservations:

The Office Manager will accept reservations up to one (1) year in advance for meetings and events. A completed Agreement is required from the person or organization renting the facility. Upon completing the Agreement, there will be a 25% non-refundable deposit with a payment schedule completed thirty (30) days prior to the function or the facility will be released from reservation. Initial: _____ Date: _____

Facility Usage:

The Retreat's facilities will allow for the facility to be occupied for sixty (60) minutes past the contracted time to be used for cleanup of the facility after the event has been held during the contracted time. Any time still occupied past that initial sixty (60) minutes will result in additional hourly charge of \$100 per hour. Initial: _____ Date: _____

Security Deposits for Damage:

RER will require a credit/debit card for rental of the facility. This credit/debit card will be required to be on file at the Retreat ten (10) days prior to the event. This card will be used to secure damage reimbursement in the event of damages to the property.

In the event that any excessive clean-up is required, or there is damage to the property resulting from the event function, the damages will be charged to the card on file. If the card is rejected, a bill will be sent to the renter with the expectation of immediate payment. If the damage expense is not reimbursed within five (5) days, legal action will be taken by the Retreat. Initial: _____ Date: _____

Decorations:

The installation and removal of all decorations are the responsibility of the renter on the day of the event. Special arrangements may be made for access prior to the event if scheduling permits. Surfaces damaged by decorations will be repaired at the renter's expense. Glitter, confetti, rice or similar material may **not** be used. Live plants may be used in rental areas on the day of the event. No open flames in the enclosed areas. Tack, tape, glue or other adhesive products may not be used. **Helium balloons may not be used inside the clubhouse.** Initial: _____ Date: _____

Alcoholic Beverages:

River's Edge Retreat has a no alcohol on campus policy. In the event alcohol is desired at an event, a meeting must be set up with the CEO of the facility and requires his approval. If he approves, there is the requirement of a liquor liability policy that must be purchased by the renter and presented to the Retreat prior (no later than three (3) days prior) to the event. Initial: _____ Date: _____

Cancellation Policy:

In the unlikely event of cancellation, the contracting organization or person agrees to the following schedule:

- • Refund of the total amount paid minus the non-refundable deposit will be paid if the event is called within thirty (30) days of the event.
- • Refund of 50% of the total minus the non-refundable deposit will be paid if the event is cancelled within twenty (20) days of the event.
- • NO REFUND will be made if the event is cancelled within ten (10) days of the event.
- • Cancellation for an outdoor event due to weather conditions will not be refunded, but can be rescheduled for the

next available date.

Cancellations are accepted via phone, email, or in writing. Facility reservations can be rescheduled for an available date one time without penalty charge. Initial: _____ Date: _____

Right of Refusal and/or Cancellation:

River's Edge Retreat reserves the right to cancel this agreement for meeting space for any legal reason. Initial: _____ Date: _____

AGREEMENT TERMS

The contracting organization or person is responsible for all property bought into RER Facilities and shall be at sole risk for the loss of that property. In consideration for being able to use the facilities and equipment of River's Edge Retreat, the Lessee on behalf of all heirs, personal representative(s) and assigns, shall indemnify and hold harmless River's Edge Retreat, its officers, agents, employees, representatives and executors, and all others acting on their behalf from and against any and all claims for injury or damages including those caused by passive or negligent acts or omissions of River's Edge retreat, its officers, agents, employees, representatives and executors and all others acting on their behalf arising out or in any way connected with the performances of the Agreement.

The facility and activity usage, fees and services have been fully explained to me by the Office Manager or Rental Agent.

Initial: _____ Date: _____

I accept that above stated terms and conditions, and further warrant that I have the authority to sign on behalf of the above contracted organization or individual.

Authorized Signature, Title, Date

Organization/Event Name

RER Representative, Title, Date

Please return the signed copy of the contract with a 25% deposit on the facility rental within ten (10) business days. The balance is due thirty (15) days prior to your event and the Credit/Debit card information for the Damage Deposit is due fifteen (15) days prior to your event. All payments received can be cash, money order, check, or charge. Please make checks or money orders payable to AA Holding Company, LLC.

Thank you for utilizing River's Edge Retreat for your event venue.

River's Edge Retreat
CEO: Steve Ware
1019 Garden Valley Lane Columbia, SC 29210
info@gamechangerssc.org

Receipt of Liability Agreement

In consideration of being permitted to participate in any way at River's Edge Retreat, Inc.'s ("RER") I,

_____, for myself and for personal representatives, assigns, heirs, and next of kin:

- Acknowledge, agree and represent that I understand the nature of the activities at RER, and that I am qualified, in good health, and in proper physical condition to participate in such activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the activity.
- Fully understand that: (a) activities at RER involve risks and dangers of serious bodily injury, including permanent disability, paralysis and death (risks); (b) these risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the activity, the condition in which the activity takes place, or the negligence of the "releases" named below; (c) there may be other risk, social and economic losses either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and responsibility for losses and costs, and damages I incur as a result of the minor in the activity.
- Hereby release, discharge, and covenant not to sue RER, and/or RER's respective administrators, owners, directors, supervisors, agents, officers, members, volunteers, coaches, referees, employees, other participants, sponsors, advertisers, organizers, and if applicable, lessors of the premises or persons transporting participants to or from such activities on which the activities take place, each considered one of the "releases" herein, FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND I FURTHER AGREE that if, despite this release and waiver of liability assumption of risk, and indemnity agreement, I or anyone on my behalf, makes a claim against any of the releases, I will indemnify, save and hold harmless each of the releases from any litigation expenses, attorney fees, loss, liability, damage or cost which may incur as the result of such claim.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Signature Date