



21 S. California St. Ste. 309
Ventura, CA 93001
805.643.0981
RodHouckPresents.com

Terms and Conditions

Site Fee Inclusions. Unless otherwise stated on your event contract, Site Fee is \$4,200++ and includes the following: (i) a one hour block for your wedding ceremony rehearsal (please contact your Rod Houck Presents, LLC (“RHP”) venue manager to arrange your time); (ii) exclusive use of Eucalyptus Lane gardens and historic barn for your wedding and reception, and a Bridal Dressing Room 90 minutes prior to ceremony; (iii) up to 200 chairs for ceremony; (iv) up to 200 dining chairs for barn; (v) up to 20-60” Round tables for dining/reception (seating for 200); and (vi) 10-6’ banquet tables for the needs of the caterer such as food tables, gift tables, etc. If your wedding is over 200 people, please see your caterer for additional pricing and policies beyond our package.

Time Limitations: Pricing is for a 5.5 hour event (actual event time). Anytime beyond this will result in site overtime charges of \$195 per half hour. You will also incur overtime charges by the caterer servicing your event.

Catering. RHP requires the use of our own catering packages. Caterers who provide these packages are of the highest standards and reputation. These caterers are fully licensed and insured and know the property. No outside food may be brought in by client. The catering package offered by our caterers includes the basic menu submitted in our package, basic china dinner plates, flatware, ivory or white linens for dining tables, gift table, buffet tables, sign in table, a buffet decorative centerpiece, water glasses, champagne flutes and high quality plastic for bar and cake, all set up at the ceremony and reception site, and clean up. The caterer does not charge a cake cutting fee. Also included is a wedding coordinator who will orchestrate the wedding ceremony rehearsal, wedding day ceremony and reception. Parking attendants (not valet) to direct arriving guests and vendors. Any menu or rental upgrades or additions beyond our catering package need to be coordinated by Client directly with the caterer, with RHP altering the Client’s contract/invoice to show any increase in costs agreed upon by Client and caterer. Client is responsible to RHP for all payments for site fees, rentals and catering charges.

Minimums: There is a 100 person minimum for all Friday and Sunday event packages. Saturday bookings at Eucalyptus Lane require a minimum 125 count.

Non-Refundable Deposit Schedule: 50% of the estimated event expenses is due immediately with a signed contract and these terms and conditions in order to secure the event date. 30 days prior to event date, the remaining 50% balance is due. If either of the deposits or the signed contract and terms and conditions are not received by the due dates set forth above, RHP may release the Client’s event date and book another event without notice to Client. All deposits received are non-refundable should the event be cancelled at any time for any reason by Client. Deposits are payable via cash, checks or cashier’s check only. If additional expenses are incurred and added to Client’s contract between the last deposit date (30 days prior) and event date, a revised invoice will be prepared for Client and the additional payment shall be due no later than 3 days prior to event date. If additional items /expenses are incurred by Client on the day of the event, RHP will prepare a final invoice for Client, which shall be due and payable within 3 business days after the event.

A \$50 returned check fee will be charged to Client for any NSF personal checks submitted by Client and Rod Houck Presents reserves the right to cancel Client’s event unless the check is immediately replaced with a certified check, cashier’s check or money order within 24 hours. Please note: RHP is not responsible for event cancellations due to weather, acts of God or other causes beyond the control of RHP. Prices are subject to change at any time without notice. A signed contract and deposit guarantees pricing for an event.

Service Charges and Taxes: All pricing is subject to 20% Service Charge and 7.25% Sales Tax. Please be advised that, in the State of California, all service charges are taxable by law.

Cancellations/Postponements: All deposits received are non-refundable should the event be cancelled at any time for any reason. In addition, because RHP holds your date and turns away other potential business,



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event cancellations can bring about significant loss in revenue; therefore RHP reserves the right to charge a Cancellation Fee of up to the amount of the second deposit should the Client cancel within 90 days prior to the event date.

Guaranteed Counts: An estimated count is due upon booking to prepare Client's contract/invoice. A final guaranteed count is due 14 business days prior to the event date. Once the final count is received, it is not subject to reduction. If no count is received by deadline date, Client's original estimate on contract will serve as the guaranteed count and RHP shall not be required to change it. If Client's guaranteed count is above the original estimate and a balance is due, Client will pay the final estimated balance immediately. If additional people show up on the day of the event, Client will be billed for these extra people and the bill shall be is due and payable within 3 business days after the event.

Outside Caterers: While RHP does not allow outside caterers, in the event Client would like RHP to consider their caterer, the following is required for consideration: (i) proposed event with proposed caterer must take place on a Friday or Sunday; (ii) proposed caterer must submit proof of liability insurance, be a fully licensed and insured caterer, and meet all the requirements of our Full Service Caterer Checklist; (iii) proposed caterer must submit a copy of the final catering bill to RHP and remit 10% of this total bill to RHP within 3 business days after the event; and (iv) Client's deposit terms with RHP will be 100% up front as their initial nonrefundable deposit.

Access Information and Terms: Caterers and all vendors must have ceremony site set up no later than one hour prior to ceremony start time. Bridal Suite is available to Bride no earlier than 90 minutes prior to ceremony start time. All vendors will park their cars in the designated area shown by venue manager or wedding coordinator. Vendors may have access to Eucalyptus Lane the date of the event two hours prior to the event start time.

Rentals, Decorations & Trash: Client is responsible for set up and removal on the day of the event for all decorations. Client is not allowed to put up decorations that will require a ladder. Client can hire a licenced and Insured business to provide service of high decorations requiring a ladder, with the removal of the decorations on the day of the event. The caterers are responsible for coordinating the set up of any rentals as well as any RHP equipment necessary for the event. The caterers are also responsible for all trash removal.

Production Schedule & Set Up: Client must submit a schedule of all vendors being used as well as their delivery schedules for day of the event at least two weeks prior to the event. Further, Client must submit a floor plan of the event set up by this same date. [Helpful hint: most caterers will work with you and the rental company to do this automatically and the event manager can really assist with this.]

Event End Time Restrictions: Eucalyptus Lane has a strict end time of no later than 11:00 p.m. for all events. This means that for events with an 11:00 p.m. end time, all music must be off and the bar must close by 10:45 p.m. All guests must vacate the premises by 11:30 p.m. Catering and other vendor staffs will be given time to clean up, even after guests are gone, if necessary.

Portarestrooms: Eucalyptus Lane has limited restrooms available for guests. For any events with 200 or more guests, Client must pay for 1 Executive VIP Portarestroom for each 50 additional guests (Example: 300 guests requires 2 Portarestrooms).

Parking: Eucalyptus Lane provides parking for up to 150 guests – about 60 vehicles. Further, Eucalyptus Lane provides parking attendants (not valet) to help direct traffic. This service is included in the catering package. For events over 150 guests, Eucalyptus Lane requires the hiring of a shuttle service/trolley for Client's guests. Recommended parking areas for carpooling guests are available upon request. Because of limited parking, RHP strongly urges all Clients to encourage their guests to carpool for all functions. It is recommended Client places this suggestion on invitation inserts. RHP has recommendations for Clients on shuttle services and alternative parking "stations."



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Children: Children must be supervised by an adult at all times and are to remain on the premises of Eucalyptus Lane. The Client will be held responsible and shall indemnify, defend and hold RHP and Eucalyptus Lane from and against any loss, damage or injury caused by children, whether to the property, themselves or others.

Smoking: Smoking is prohibited inside any building (or tented) structure and must be confined to outdoor areas at least 20 feet away from any structure with proper cigarette disposal units available to guests.

Professional Wedding Coordinator: Our wedding catering packages include a dedicated ceremony wedding rehearsal coordinator as well as a “day of” coordinator. We require the use of a professional wedding coordinator for all weddings.

Photography Waiver: While a photographer owns the rights to his/her photographs, RHP reserves the right to use images from events held on the premises of Eucalyptus Lane for display or marketing purposes and does not need to consult Client to do so.

Proof of Liability Insurance: 30 days prior to the event date, Client must submit proof of liability insurance in the amount of at least \$1,000,000, naming RHP as an additional insured. [Helpful hint: this can usually be accomplished by taking a rider out on a homeowner’s policy or renter’s insurance. A separate policy can be obtained through an insurance agent. WedSafe.com also provides convenient and affordable policies starting at about \$200. Note: the above hints do not constitute an endorsement or guarantee of performance by RHP]

Alcohol Policy & Waiver: RHP and its preferred caterers do not have a liquor license and cannot sell alcohol to Client. Further, RHP may not be held responsible for injuries or damages caused by intoxicated guests, whether to themselves or others and whether on or off Eucalyptus Lane premises. Client is allowed to supply their own hard liquor, wine or beer for our caterer to serve. There are no exceptions. Further, RHP reserves the right to immediately close down any event where intoxicated guest or guests are causing a possible safety threat to others or to the Eucalyptus Lane premises.

Not responsible for vendors at events: RHP provides referrals to vendors as an accommodation to Client. While RHP believes the vendors on this list are the best available, contracts for outside vendors are between Client and the vendor and RHP may in no way be held responsible for damages, refunds or any non-performance of vendors with whom Client has contracted.

Local and State Laws: RHP adheres strictly to all applicable laws and Client may in no way require RHP, its staff or volunteers to perform functions or continue the event if Client or Client’s event is violating local, state or federal laws. In the event law enforcement shuts down an event due to Client’s non-compliance with law, Client will not be entitled to any refund of deposits or fees.

Right to Inspect: RHP reserve the right to inspect and control all functions and events and the right to show the site to potential clients at any time. RHP reserves the right to relocate your event to another location/venue at any time.

Security: For the protection of its guests and staff, RHP, in its sole discretion, may require Client to hire and be responsible for payment of professional security guards. RHP must approve the security company to be used. Notice will be given to Client if this is required.

Release and Hold Harmless: RHP is not responsible for items brought in by Client such as décor, personal items, gifts, etc. Client hereby agrees to indemnify, defend and hold harmless Eucalyptus Lane and RHP, its employees, agents or volunteers from and against any and all personal injury, property damage or other liability arising out of or related to Client’s participation in any and all activities held at Eucalyptus Lane or coordinated by RHP.

Security Deposit: Client will pay a loss/damage deposit to cover incurring costs the day of event. The remaining balance will be refunded 2 weeks after the event date.

Acceptance: Signature by RHP and Client shall constitute acceptance of these Terms and Conditions



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<p>Rod Houck Presents LLC Agent 21 S. California St. Ste. 309, Ventura CA, 93001 Signed: _____ Date: _____</p>	<p>CLIENT: Signed: _____ By: _____ Date: _____</p>
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