

Cypress Pier & Cottage

*10865 Ferry Lake Road
Oil City, Louisiana 71061
(318) 458-4738, 458-0908 or 210-8442
cypresspier@yahoo.com*

Daily Rentals

SPECIAL EVENTS POLICY, TERMS AND CONDITIONS

Cypress Pier & Cottage wants to thank you for selecting our venue for your special event. We offer an outdoor venue with breathtaking view of Caddo Lake. The following information will provide you with our current policies and procedures. Should you have any special requests or questions please feel free to contact us.

LIABILITY

Cypress Pier & Cottage reserves the right to inspect and control all functions. The Client shall be liable for any loss or damage to Cypress Pier & Cottage's property caused by the client or the client's guests while on Cypress Pier & Cottage property. Client is responsible for their guests' actions. The Client will purchase Special Events Liability Insurance in the amount not less than a combined single amount of \$1,000,000.00. This policy should be endorsed to name: Cypress Pier & Cottage. Cypress Pier & Cottage will only be liable to the Client and/or persons attending the function for injury to persons or loss or damage to property where to the extent that it has been negligent or deliberately at fault but otherwise will be under no liability to them whatsoever. Cypress Pier & Cottage assumes no responsibility for guests before, during or after the event.

DECORATING AND DAMAGES

All decorations are the responsibility of the Client. (Unless other arrangements made with Cypress Pier & Cottage). Any personal property belonging to the Client, guests or third party is at the sole risk of the Client. Cypress Pier & Cottage shall not be liable for loss or damage to such property.

No nails or decorations shall be used that will in the ordinary course of their use damage the property, wood work or furnishings (such as permanent adhesives). The Client agrees to reimburse Cypress Pier & Cottage for fair market value of any damages or loss caused to Cypress Pier & Cottage premises by vendors, Client or guests attending the event. Client shall remove its decorations the same day of event.

CATERING

Client is responsible for their own Catering, Beverages and Cake. (Unless other arrangements have been made with Cypress Pier & Cottage)

CONDUCT

Any person acting in a disorderly manner because of being intoxicated or under the influence of illegal drugs while at any Cypress Pier & Cottage venue, will be asked to vacate the venue immediately.

DEPOSIT, FEES AND CANCELLATION POLICY

To reserve your event date with Cypress Pier & Cottage your contract must be signed and confirmed with a nonrefundable security deposit of \$50.00. Final payment due the day of event. Security deposit will be subtracted from total rental fee.

DEPOSIT AND PAYMENT

It is my understanding and agreement that the nonrefundable deposit of \$50.00 is to secure my event date at Cypress Pier & Cottage, which is stated in the Deposit, Fees and Cancellation Policy of this contract. Security deposit will be deducted from the final bill.

_____ Security deposit payable to Cypress Pier & Cottage in the amount of \$ 50.00

_____ Final payment of 150.00 due the day of event, according to terms as stated herein.

I agree to the Terms and Conditions of Booking and Cancellation Policy as adhered to by Cypress Pier & Cottage.

SIGNATURE

DATE

PRINT NAME

ORGANIZATION OR EVENT NAME

On behalf of Cypress Pier & Cottage

EVENT COORDINATOR CYPRESS PIER & COTTAGE

*Please return security deposit and signed contract to confirm the booking of your event.
Sincerely,*

Dennis, Deana & Katie Johnson