

# SWEET WATER Hollow

## To reserve the venue...

### RENTAL CHECKLIST & SERVICE AGREEMENT DETAILS

- 1) **COMPLETE EVENT INFORMATION & SIGN CONTRACT.** Specify contact for event and exact rental beginning and ending time & date. Please provide a brief description of activities and attendance to help us better understand your needs. This provides clarification of intent to use dishes, tables, chairs, lights, table decorations, bar, servers, etc.) if you wish to use any equipment at SWH. Minor changes may be made, with approval, up to one week before the event. Please initial after reading SET-UP and CHECK OUT Responsibilities section as well.
- 2) **Payment** of 50% of Package Price is due at time of reservation with a signed rental agreement. The remainder is due 2 months prior to the event date. **Payment Options.** Please make checks payable to Sweet Water Hollow. You may also pay with a credit card for a small convenience fee. **Final Payment Date:** \_\_\_\_\_.
- 3) **A 50% Deposit for Adjacent Lodging Rentals should be booked at least 3 months in advance of reservation date. Last Minute Lodging Rentals or Add ons;** Full payment is due at check-in.

### EVENT INFORMATION

Event Name: \_\_\_\_\_

Name of Renter: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

Event Organizer (Lead Contact/Event Planner): \_\_\_\_\_

Phone: \_\_\_\_\_, Email: \_\_\_\_\_

Purpose of Event/Activities: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Check in: \_\_\_\_\_ AM/PM to checkout \_\_\_\_\_ AM/PM.

Public or Private Event (circle one), Estimated attendance: \_\_\_\_\_

FOOD PLANS FOR MAIN EVENT? (Please circle). **Caterer**    **Food Truck**    **Self Prepared Meal**

### Outdoor Tables & Chairs & Tablecloths

1. **Round Event Tables:** \_\_\_\_\_ (17 round available)
1. **Rectangular Folding Tables:#** \_\_\_\_\_ (2-8ft rectangular, 8-6ft rectangular)
1. **Tablecloths:** White or Ivory (select one, both round and rectangle available of each color)

**ADDITIONAL SERVICES & OPTIONAL PACKAGES** (please circle)

**1. STAFF (\$25/hr)**

**Bartender(s):** # \_\_\_\_\_, hrs requested: \_\_\_\_\_ (min 3 hrs shifts)

**Server(s):** # \_\_\_\_\_, hrs requested \_\_\_\_\_ (min 3 hrs shifts)

**Dishwasher(s):** # \_\_\_\_\_, hrs requested \_\_\_\_\_ (min 3 hrs shifts)

**2. Complimentary Sound/Music/Video:** Complimentary items to all rentals include SWH indoor and outdoor surround sound, projector, 10ft white screen, SmartTV for slideshows via jump drive or HDMI. Are you planning a slideshow for your event?    Y        N

**3. Complimentary Outdoor Sound Package** (Included for all rentals): This package includes 2 high quality speakers and 1 microphone. Sweet Water Hollow staff will set up power and sound at the requested ceremony site and sound check Saturday prior to the ceremony. Sweet Water staff will move the sound system to the stage for toasts and playlist music following the ceremony. Please note: There will be a 20 minute window where you will need to play music from lodge surround sound while staff moves equipment to stage. These speakers are adequate for smaller groups needing a system for ceremony, speeches, toasts and providing sound from the stage for a playlist off your own device via bluetooth. Our staff will set it up, however you are responsible for putting this system away at the end of the night or throughout the night if weather occurs. **Below are upgrades available for purchase.**

**4. SOUND/LIGHT & PRODUCTION PACKAGES:** (please circle)

**Friday Sound Rehearsal: \$100.** Includes both a staff member and the sound system setup and available for rehearsal on Friday at your requested sound check time.

**The Big System & Sound Tech: \$400.** This package includes a professional pair of large amps set up in addition to dual speakers on the stage following your ceremony. The amps provide additional base and volume for larger wedding parties and those anticipating a guest list that will want to DANCE. This package includes a staff member to both set up and take down after your main event or in the case of weather.

**Full Production Sound System & Additional Stage/Dance Floor Lighting: \$1,000.** This package includes sound at the ceremony site, sound check on Saturday, large amps, oversized speakers, multiple mics, and additional stage and dance floor lighting. A professional sound tech to work with musicians and take down for everything at the end of the event. This package is ideal for live music (bands).

**5. SET UP AND DECORATION PACKAGES:** (please circle)

**The "Heavy Lifting" Set Up Package: \$400.** Includes set up for outdoor tables & chairs for dining, chairs arranged at ceremony site in arrangement determined by you, bar set up and decor, entry gate decor, welcome table display, and 2 photo op sites with couches and rugs in lower amphitheater. This package is intended to help your crew to have all the heavy lifting done by the time they come in to work on tablecloths, centerpieces and any additional decorating you choose to do.

**Elegant Wedding Arch Decorating: \$200.** This package includes local fresh flowers and cuttings and arrangement with additional Sweet Water decor and tea lights at the ceremony site. Flower arrangement types will be based on blooming flowers available for specific times of year.

**Table clothes, Dinnerware & Centerpiece Set Up: \$400.** Includes tablecloths dressed on outdoor dining tables and food serving tables, local flower bouquets (according to season) arranged on each table with log rounds, tea lights, dinnerware (vintage china plates, pint glasses, silverware, paper napkins, and ice water/lemonade stand at downstairs bar. **\*Add-on: Napkin Wrapping \$100 (150 sets).**

6. **CLEAN-UP PACKAGES:** (Please circle) \*Please note that if you do not select a cleaning package, you will be responsible for the following at time of checkout:

1. Replacing chairs and tables to storage.
2. Removing all decor borrowed from the venue and brought from home.
3. Pulling tablecloths and station in the laundry room provided.
4. Removal of all trash, microtrash, food, and drinks.
5. Moving all furniture to the original location.
6. Storing sound equipment at the end of the night (or if poor weather occurs).
7. Turning off all lights, heating, fireplaces, and locking up at the end of each night.
8. Bar cleaning (wiping down bar surfaces, rising out coolers, washing drink dispensers).
9. Washing and putting away all dishes.

*A clean up list and detailed instructions will be provided at the time of check in for your convenience. SWH manager will be present Sunday morning to answer any questions regarding the clean up list.*

**Basic Tear Down Service Package: \$400.** This package takes place after checkout. Our staff will return all outdoor event tables and chairs to storage and will restore furniture to its original location. Staff empties all trash cans, collects microtrash, and puts away all dishes from your event left clean in the kitchen, wipes down kitchen and bar areas and rinses coolers and drink dispensers. \*Please note; Your party is responsible for washing dishes, removing all food and beverages as well as taking down decorations before checkout. You will also be responsible for unplugging all outdoor lighting and turning off lights at the venue at the end of each night.

**Full Service Cleanup Package: \$700**

1. A general resetting of lodge, bar, kitchen and bathrooms Saturday mid-morning prior to the main event.
2. A general resetting of lodge, kitchen/dishes, bathrooms, deck Saturday evening and early Sunday to ensure a clean facility and smooth transition between Saturday's main event and Sunday's Farewell Breakfast. Dishes, Kitchen and Bathroom Reset is generally started Saturday evening after dinner service and plates are brought to the kitchen. Saving leftover food items will remain the renter's responsibility.
3. We will take down any decorations left onsite including centerpieces, ceremony site, bar, etc including microtrash and dog waste.
4. We will dispose of all food and beverages left in coolers or refrigerators.
5. All Basic Tear Down Service Package duties including all outdoor chairs, tables,

- furniture, trash, coolers and drink dispensers.
6. Staff will turn off lights, heating, and fireplaces both rental nights.

*This package makes check-out a breeze on Sunday with no responsibilities to interfere with having a great goodbye with friends and family or a fast getaway.*

**The “Party with Confidence Multi-Day Cleaning” Package: \$900.**

1. Cleaning staff resets kitchen, lounge, bathrooms and downstairs bar each morning and evening on (Friday, Saturday & Sunday) including washing dishes left in kitchen.
2. Our staff then returns after checkout the afternoon of your final day for a Full Service Clean-up (see above).

*If you are expecting 150 guests or more and will be using the kitchen, our china and dinnerware sets on Friday for rehearsal and Saturday for the reception, this is a great package to ensure you don't ever have to do dishes and the venue is ready for your guests each day.*

**ADDITIONAL UPGRADES:** (please circle)

1. **Giant White Canvas Event Tent (20x40): \$700.** Includes set-up in location of your choice, take-down and anchoring as well as additional edison light strands for lighting. Use of sides only available for the main event as wind can be challenging.
2. **Giant Kids Splash Park (3hrs): \$150.** Includes set-up and take down.
3. **Dance Floor: \$500.** Please ask for details as we are upgrading our dance floor.
4. **Wood Fired Sauna: \$175.** Sauna will be stocked w/towels, extra wood, lights, and brought to temp for you prior to requested time.

**DUE 2 MONTHS PRIOR TO EVENT DATE:**

Please provide the following to Sweet Water Hollow 2 months prior to event date. Due:

1. **Remainder of Venue Rental Payment.** Your final venue payment is due 2 months before the reserved event date. Your final invoice will include all staff, beer and wine, and set-up/clean-up packages and Idaho sales tax (6%). Last minute additions can be paid at check-in.
2. **Certificate of Special Event Liquor Liability Insurance with Sweet Water Hollow listed as an additional insured.** Renter will be required to purchase/provide a special events policy in the amount no less than \$1,000,000 per occurrence/\$2,000,000 general aggregate naming Sweet Water Hollow, LLC as additional insured. See alcohol section below for more details.
3. **Schedule Welcome Orientation time** with Sweet Water Manager. Guests are welcome to check-in any time after 10 a.m. Please make sure your catering staff, wedding planner or anyone else assuming important roles in your event is present for orientation.  
Orientation Time: \_\_\_\_\_.

**DUE UPON CHECK-IN:**

**1. DAMAGE DEPOSIT: \$500 Refundable damage deposit.**

A security deposit is required at check-in. After check-out review by the Sweet Water manager the \$500.00 security/damage deposit will be refunded. Renters' guests must respect property and follow house rules. Noise ordinance violation, late checkout, specific cleaning, additional time/cost to repair damages, and failure to disclose damages will lead to renters security deposit being withheld. If damage to Sweet Water Hollow property exceeds the amount of security damage deposit, Renter agrees to pay for, or replace, any object of property that is destroyed, damaged during the event such that equal value is received. Such payment or replacement must be made within 2 weeks upon receipt of notification.

**2. SPECIAL ARRANGEMENTS:** Please note any special arrangements made with SWH Manager.

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**GENERAL PROPERTY INFO & RENTAL AGREEMENT DETAILS:**

- 1. WELCOME ORIENTATION AND CHECK IN.** Your event will go so much more smoothly if you participate in orientation with our designated staff. Normally check in time is between 10 a.m. and 12 p.m. and check out time is Sunday by 4 p.m. Please let our staff know your plans for check-out and if you would like to request a checkout time outside those hours.
- 2. SWH VENUE MANAGER** will meet you at check-in (Friday) and provide you with an Orientation Tour of all facilities. Our Manager will stay at SWH for 2 hours following Friday check-in to answer any questions. The manager will be on-call the rest of Friday by phone. Saturday (main event day) the SWH manager will arrive at mid morning to finalize details, prepare for any prearranged upgrades or services, touch up venue, orchestrate sound check and complete flower arrangement over arch at bridge (SWH guests preferred photo op site). The SWH Manager will be available throughout the day and will return dressed appropriately 1 hour before event to turn on all lights, check sound equipment and ensure other staff are clear on duties and timelines. Managers stay onsite 1 hour following the ceremony to ensure all is going smoothly. The manager will be available by phone the remainder of the evening. The manager will arrive on Sunday 1 hour before the agreed upon checkout time to conduct an inspection for damages and completed cleaning duties.
- 3. SET UP & BREAKDOWN.** Sweet Water Hollow lodge will be arranged in our standard presentation. The space will be clean and organized for easy access to all included amenities. It is the responsibility of the Renter to move furniture, equipment and decorations within the facility or on the grounds during the event unless you have requested a Set-up Package or specific arrangements.  
*\*Set up & Clean-up should be completed within your event times.*
- 4. CHECK-OUT & CLEAN UP CHECKLIST** is made available onsite inside the provided SWH Venue Manual binder and provides an easy list of checkout duties. Check out is 4 pm on the final day of your rental. Please make arrangements for early checkout with the SWH manager. \*\*Please note you may choose to select a Clean Up Crew Package so your checkout list may vary.
- 5. GROUNDS.** Facility and grounds are only to be used for stated purpose(s). Equipment must be kept in good condition, clean, and functioning. Please treat our facility and equipment as if it were your own and notify staff if anything is broken or damaged.

6. **CHAIRS, TABLES & ARRANGEMENT.** (INCLUDES BOTH INDOOR AND OUTDOOR). We include the use of additional outdoor chairs, tables, and tablecloths with your rental package. Please specify in advance a rough estimate of outdoor chairs and tables needed. Chairs cannot be removed from premises and are not to be left out in the rain or elements overnight. If a clean up crew is not selected, please stack folding chairs and tables in covered utility trailers provided after use. Clean and return other tables and chairs to their original positions throughout the main building, deck and lower patio after your event.
7. **Decoration Materials/Hanging Items.** Please NO rice, confetti or glitter indoors or outdoors. Only loose natural flower petals are permitted. Please DO NOT USE nails, tacks or staples in the walls/woodwork unless approved by SWH staff. Use hooks and nails provided. IF tape is used, it must be painter's tape. You must have permission before removing/ replacing artwork. All personal decorations and decorations belonging to Sweet Water should be removed by the renter during clean-up (depending on the clean up crew purchased). ANY REMAINING FLORAL pieces must be placed in designated compost site. Failure to adhere to these guidelines will result in renters' damage deposit being withheld.
8. **No tiki torches allowed on property. No candles brought from home.** Small candles and tea light candle holders for the ceremony site as well as small candles for bar decor inside lanterns are provided.
9. **RIVERFRONT PROPERTY.** Sweet Water Hollow is bordered entirely on one side by the Salmon River and an irrigation ditch/moat separates the island sand ceremony site/glamping lodging from the rest of the grounds. Please be sure your party and especially those with children adhere to signs and gates in place regarding the water. SWH will not be held responsible for any accidents on the riverside.
10. **Children** must always be supervised. Sweet Water grounds border the Salmon River and island should be off limits to unsupervised children. A sign has been posted at the bridge entrance.
11. **SWH Lodge Surround Sound System.** There is a great surround sound system at Sweet Water which may be run from the iPad in the kitchen or by downloading the Russound app on your smartphone. Salmon City Sound Ordinance says music cannot be audible beyond the property after 11pm on weekends (Friday & Saturday). Please help us maintain our privileges and relationships with neighbors by making sure all your guests know this as well.
12. **OUTDOOR SOUND ORDINANCE.** Please adhere to Salmon City Noise Ordinance times when playing music outdoors. City ordinance requires all outdoor loud music be shut down by 10 p.m. weekdays (Sunday-Thursday) and 11 p.m. on Fridays and Saturdays. Loud music or sound later than requested will jeopardize our relationship with the community, city, local authorities, and WILL impact the return of your damage deposit. You as the renter are responsible to communicate the sound ordinance rules with bands, DJ's, and any special sound arrangements. A SWH manager will come by to check the music levels at 10 p.m. weekdays (Sunday-Thursday), and 11 p.m. on weekends (Friday-Saturday). A complete loss of damage deposit may occur if sound ordinance regulations continue to be broken.
13. **PETS.** Please let Sweet Water Manager know when and if dogs and animals will be present on the property. Pets are allowed both on the property and indoors if well behaved. Pets are NOT ALLOWED on furniture or beds. City code requires animals outside on the grounds to be leashed during PUBLIC functions. Private renters may have pets off leash at their own risk. **Cleaning up dog waste from entire grounds** and keeping dog hair off furniture and beds is important in damage deposit return. Thank you for helping us keep the grounds clean. Additional cleaning fees may apply to lodging if the pet damages property. Failure to notify staff may result in the renter's damage deposit being withheld.

14. **SMOKING is prohibited inside the building facility and within 10 feet of all entrances, exits and windows.** All cigarette butts will be extinguished at designated waste refusal. Ashtrays are not provided, and no SWH surface or object may be used as an ashtray. Failure to clean up cigarette butts from the premises may result in partial loss of damage deposit. (Clean up depends on cleaning crew purchased\*)
15. **FOOD & DRINK AMENITIES.** We provide wine glasses, pint glasses, vintage china dinnerware and silverware for 200 people. There are pitchers, serving trays, XL coffee servers, cutting boards, knives, serving and cooking utensils, large glass serving platters and bowls, pots and pans, baking sheets, drink dispensers, and bartending tools. The coffee bar includes: coffee dispenser, hot water boiler, coffee and grinder, tea, hot cocoa, sugar, honey and creamer. —\***Filtered Water Provided. No plastic water bottles are allowed.** There is a 10-stage water filter provided in the kitchen sink and dispensers are provided both inside and outside the lodge. The lodge also has a Berkey water filter dispenser. Please use provided paper disposable cups for filtered water. We provide an assortment of hot water glasses.
16. **COMMERCIAL KITCHEN/INDOOR FOOD PREP.** The kitchen is equipped with a commercial 6 burner stove with oven, hood and fire suppression system as well as a giant refrigerator/cooler/pizza prep station. This cooler is large enough for big catering trays, cakes and an enormous amount of food. Kitchen appliances include; Suvie cooker, Rice Cooker, Cruisinart, KitchenAid mixer, blender, juicer, microwave and crock pots. We provide cutting boards, knives, bowls, measuring and temp tools, cooking pots and pans, kitchen utensils, serving platters and use of all spices. There are also 2 giant roasters and 3 silver chafing dishes available for your use during your event. There are limitations and rules for food preparation if you intend to sell on-site for public consumption so please ask for details. **ALL FOOD PREP, SERVING AND DINING UTENSILS MUST BE LEFT CLEAN AT THE END OF EVENT.** If an upgraded clean up crew is selected, SWH staff will be responsible for cleaning dishes.
17. **DISHES.** A commercial dishwasher is provided in the kitchen space as well as a 3-basin sink, food washing sink and hand washing sink. All food and food residue must be removed prior to placing in the dishwasher by using a sponge to loosen debris and to ensure proper cleaning. Soaps, sponges, and bus tubs are provided to ensure dishes can be collected safely and cleaned properly. SWH manager will provide dishwasher and drying instructions during orientation. SWH manager will complete an inspection at checkout to ensure cleanliness. If dishes do not pass inspection, renters may be asked to re-wash dishes.
18. **Drink Coolers.** Behind the upstairs bar is a small drink refrigerator and a large commercial food cooler for your use. Our XL kegerator and freezer is located downstairs in the bar and patio area. You are welcome to use our 2 XL ice coolers onsite located under the stairs off the deck. Please make sure all drink coolers, ice coolers and large horse trough for drinks are cleaned and drained (unless you've selected a Clean Up Package).
19. **OUTDOOR FOOD PREP & GRILLS.** There are 2 propane grills available for preparing food. One bottle of propane for each grill is included in your rental. Please wipe down the grills when finished. Please make sure that oil and drippings are caught and thrown away.
20. **ICE.** Your reservation includes 10, 20lb bags of ice that live in the freezer behind the downstairs bar. You will be financially responsible for provided ice bags, unless you want to bring your own.
21. **ALCOHOL.**
  1. Renter must ***purchase event liability insurance*** and list Sweet Water Hollow as additionally insured under your policy. Renter shall indemnify and hold Sweet Water harmless from all liability for improper use of alcohol. We recommend [eWed.com](http://eWed.com), but other policies are available online.
  2. **BEER, WINE, "CANTAILS" and HARD LIQUOR.** If you choose to select your own varieties for your bar, you may either bring it with you or you may purchase from our Beer, Wine and Cantail

selection and have us stock, ice and arrange for you for a stocking fee. We cannot provide hard liquor, but you may bring your selections with you. You can choose to have your bar set up upstairs or down- stairs. Many choose to have a Rehearsal Dinner/ Welcome Bar open in the main lodge the first night and have the main wedding bar set up downstairs for the main wedding celebration on Saturday. Hard alcohol bars may only be on the lower level patio due to our licensing restrictions.

3. **BARTENDERS.** Bartenders are a great way to have someone outside of your group in charge of setting up and manning the bar during the busiest part of your day. Bartenders are \$25/hr and can set-up, serve and clean up or transform your bar to self-serve later in the evening and are available for check in/rehearsal day as well as the wedding day. Generally, we recommend 1 bartender/100 people minimum and 2 bartenders for up to 250 people. Tips jars are at your discretion.
4. **YOU HOST YOUR OWN BAR.** Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21. Renter agrees to refuse to allow alcohol to be served to, or consumed by, any person who is visibly intoxicated. Renter shall monitor all service of alcohol and specifically acknowledges that Renter is solely liable for any guests on the premises and that such liability shall extend to any aspect regarding the consumption of alcohol. Sweet Water staff may ask guests for identification to verify age and reserves the right to ask to the entire party to leave if (1) a minor is consuming alcohol or (2) an adult is providing alcohol to a minor; or (3) a guest or guests appears severely intoxicated and/or destroys property.
5. **SERVERS & DISHWASHERS.** Servers and Dishwashers are available for \$25/hr. Many weddings and large parties choose to hire Servers and Dishwashers to help your event run smoothly. Servers can manage food arrangements and serving of appetizers, dinner courses and dessert, clear dishes and bus to kitchen. Dishwashers can help you make sure you wake up to a clean kitchen the morning after your event. Dishes used after scheduled staff hours are outside the responsibility of staff.
22. **CLEANING & BATHROOM Supplies.** General cleaning supplies are located under the dish room 3 basin sink. Many clean towels and rags will be left out for your use. Additional toilet paper can be found in the yellow bench located in the Women's bathroom. You are not expected to clean bathrooms with rental.
23. **TRASH.** 6 large 33 gallon lined trash cans and kitchen sized cans are available for use during your rental. Additional bags can be found in the dish room. All trash must be removed from the lodge and placed in the dumpster on Hwy 93 N just to the north of the property. Clean aluminum cans and paper recycling (designated cans) can be left on the patio. **Unless a clean-up package has been selected, renter is responsible for;** removing all trash inside lodge and on lower patio/amphitheater area, all micro trash found on the property (i.e cigarette butts, dog poop, cups, cans, etc).
24. **HEATERS & FIRES.** If outdoor propane heaters are used, they must be placed at least 5 feet away from all string lights, decorations, walls and fixtures. **Propane heaters *MUST* be turned off** when not in use. Small outdoor fires are allowed during certain times of the year only in provided fire pits. Please do not use vintage washing machine fire pits on the grass areas. SWH manager will give detailed instructions as to how to work fire pits and heaters during orientation. It is the renter's responsibility to distribute information and follow instructions. If fireplaces are placed incorrectly on the grass, the damage deposit will be withheld. Extra wood is available to the right of the Bunkhouse near the parking area and near Wood Fired Sauna at the lower gate to the Lower Parking Lot. ***Fires must never be left unattended and extinguished at the end of your event.***

#### **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

Sweet Water Hollow grounds and buildings are ADA certified. Sweet Water Hollow also provides rules, regulations, signs and safety measures to help renters make sure their event is safe and secure. The



Renter agrees to indemnify and hold Sweet Water Hollow, its owner, managers and staff harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, on/or about Sweet Water Hollow, or to the property itself resulting from any act done, or omission by or through the Renter, its agents, contractors, employees, invitees, or any person on the premises of Sweet Water Hollow by reason of Renter's use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to pay all costs and attorney fees incurred by the Sweet Water owner and representatives in defending any such claim or action brought against the owner and representatives.

**PERSONAL AND ABANDONED PROPERTY**

Sweet Water Hollow and its representatives assume no responsibility for any property placed in the facility or on the premises or any property that is left on the premises after the event is over.

**CANCELLATIONS** must be in made electronically by email to: **info@sweetwaterhollow.com**

1. Cancellations made within **three (3) days** of signing this Rental Agreement will be **refunded in full** less a \$25.00 administrative charge.
2. **Premier Weekend Packages** are held to strict refund policies. If cancellation is made 8 months (or more) in advance, Renter may request a refund of 50% of the reservation deposit or can apply deposit towards a date for the following year..
3. Cancellations made 6 months or less of the event will forfeit deposit.
4. If cancellation is made 6 months or less of the event and the damage/security deposit, cleaning packages or other add-ons have been paid in advance, 50% of those monies will be refunded.
5. Sweet Water Hollow may cancel rentals due to inclement weather, emergency conditions, or events beyond the control of Sweet Water Hollow. In case of cancellation initiated by the Sweet Water, all rental and deposit monies will be refunded.

**SWEET WATER HOLLOW RENTAL AGREEMENT**

**Agreement by Signature**

Signature indicates the Renter agrees to all terms and conditions stated herein. By signing renter is stating that he/she has read this agreement in its entirety and is signing for responsibility of all guests attending the above specified function. Please keep a copy of this agreement for your records.

Renters Printed Name:

Renters Signature:

\_\_\_\_\_. Date: \_\_\_\_\_

Sweet Water Hollow Representative or Manager:

SW Representative/Manger Signature:

\_\_\_\_\_. Date: \_\_\_\_\_