

# SWEET WATER HOLLOW

## EVENT VENUE RENTAL AGREEMENT

### To reserve your event...

- 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** 1/2 of total Rental Price is due at time of reservation with signed rental agreement. **Payment Options.** Make checks payable to Sweet Water Hollow. You may pay with a credit card but will be subject to a 3% service fee. **Final Amount Due 1 month before event. When:** \_\_\_\_\_.

### EVENT INFORMATION

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

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

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

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

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

Event Date(s): \_\_\_\_\_ Event Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Confirm arrival time check-in to Sweet Water Hollow staff. Time: \_\_\_\_\_.

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

Will you be cooking or serving a meal onsite? (Please circle).      Yes      No

Expected Attendance #: \_\_\_\_\_.

Seated or Mingle (Please Circle One).

### Add-ons (please circle);

1. Dance Floor: \$500    2. Additional White Event Tent: \$500    3. Kids Water Park: \$150  
4. Clean-up Crew: \$300    5. Bartenders/Servers: \$25/hr    6. Sauna \$100

### DUE 1 MONTH PRIOR TO RENTAL DATE

Please provide the following to Sweet Water Hollow 1 month prior to event date: \_\_\_\_\_

1. **Payment of all items.** Your final bill due 1 month before reservation will include all adjustments based on the amenities you've requested. Minor changes may be made, with prior approval, up to two weeks before the event.
2. **Damage Deposit: \$100** \*For parties expecting over 100 people in attendance or if decorating, a security deposit is required before the time of your rental. After review by the Sweet Water staff, (day after event following checkout completion) the \$100.00 security/damage deposit will be refunded.

## WEEK OF YOUR EVENT

- **Schedule Welcome Orientation** with Sweet Water Staff before your event if possible. Confirm arrival time to Sweet Water Hollow. Date & Time: \_\_\_\_\_.

## TERMS AND CONDITIONS:

### 1. USE OF PREMISES AND GROUNDS

- A. **Grounds.** Facility and grounds are only to be used for stated purpose(s). If rental agreement is for Sweet Water Grounds only, then inside use would be prohibited. Equipment is also kept in good condition, clean, and functioning. Please treat it as if it were your own.
- B. **Property Borders The River.** Sweet Water Hollow is bordered entirely on one side by the Salmon River and an irrigation ditch/moat separates the island sand property 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.
- C. **Welcome Orientation & Check In.** Your CONTACT person will need to participate in orientation and check out with our designated staff. Normally check in time is between 9 a.m. and 12 p.m. and check out time is Sunday between 2-4 p.m. Please make specific arrangements with us at least 1 week in advance of your event.
- D. **SET UP & BREAKDOWN.** **Set up and breakdown times must fall within the total rental time period.** It is the responsibility of the Renter to move equipment and decorations within the facility or on the grounds during event unless you have made advance arrangements. **Clean-up should be completed after your event unless you have requested special permission. PLEASE use CLEAN UP CHECKLIST in binder onsite for your convenience when completing checkout cleaning and duties.** \*\*Please note you may choose to select a "Clean Up Crew option" which means you may simply walk away from your event when you are done.
- E. **Specific Event Agreements:**

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- F. **Decoration Materials/Hanging Items.** Please NO rice, confetti or glitter inside or outside the facility. Only loose natural flower petals are permitted.. Please DO NOT USE nails, tacks or staples in the walls/woodwork unless approved by SW staff. Use hooks and nails provided. IF tape is used, it must be painter's tape. You must have permission before nailing anything to the walls or removing/replacing artwork. If tape is used, please use painters tape. Please have permission before removing or replacing artwork. All personal decorations and decorations belonging to Sweet Water should be removed by the renter during clean-up.
- G. **FOOD & DRINK AMENITIES.** Wine glasses, serving trays, coffee pot, XL coffee server, water boiler, crock pots, stove, cutting boards, knives, serving and cooking utensils, serving trays and bowls, pots & pans, silverware and plates for 50, 2 small refrigerators, water coolers, glass lemonade servers, glass pitchers and some cooking oils and spices are included and always available with rentals. There are large, fancy serving dishes are located above the bar on the large shelf. Please be sure all dishes are clean (except glasses, which should be left on bench table to left of sink) and left in drying racks when you leave. Please rinse coffee makers out and leave in the kitchen area as well. Please report broken wine glasses to staff.
- H. **Filtered Water Provided.** **No plastic water bottles are please.** There is a 10-stage water filter with great tasting water available from a special sink in the kitchen. Please use provided paper disposable cups for filtered water. We provide an assortment of hot water glasses. There are also several Arctic Spring water dispensers on lower amphitheater level during regular season months.
- I. **CHAIRS, TABLES & ARRANGEMENT (INCLUDES BOTH INDOOR AND OUTDOOR).** We include the use of additional outdoor chairs and tables with your rental should you need to seat or arrange differently than the arrangement Sweet Water Hollow is currently in. Please specify in advance a rough estimate of outdoor chairs and tables. Chairs cannot be removed from premises and are not to be left out in the rain or elements overnight. 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.

- J. **TRASH.** 6 large 33 gallon trash cans and kitchen sized cans are available for use during your rental. We provide bags for all sizes of trash cans. All trash must be removed from the house and placed in dumpster on Hwy 93 N just to south of property. Please only use dumpsters labeled Sweet Water. Clean aluminum can recycling (designated cans) and Paper Can can be left on porch or patio.
- K. **DAMAGES.** Notify staff of any damages that may occur during the event.
- L. **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. Failure to clean up cigarette butts from the premises may be grounds for loss of damage deposit.
- M. **CLEANING & BATHROOM Supplies.** General cleaning supplies are located under the dish room sink. Many clean towels and rags will be left out for your use. Additional toilet paper can be found in yellow bench in Women's bathroom. You are not expected to clean bathrooms with rental.
- N. **No candles or tiki torches** allowed on property.
- O. **PETS.** Pets are allowed both on the property and indoors if well behaved. No pets on furniture please. 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** and keeping dog hair off furniture and beds is important in damage deposit return. Thank you for helping us keep the grounds clean. Please let Sweet Water Staff know when and if dogs and animals will be present on the property.
- P. **OUTDOOR SOUND ORDINANCE:** Local city ordinance requests all outdoor loud music be shut down by 10 p.m. weekdays and 11 pm weekends. Loud music or sound later than requested will jeopardize our relationship with the community, city and local authorities and could complicate the return of your deposit.
- Q. **Indoor Music;** Inside the main Sweet Water Hollow Lodge, music cannot be audible beyond the property after midnight on weekends and 11 p.m. on weekdays.
- R. **Children** must always be supervised. Sweet Water Grounds borders the Salmon River and island should be off limits to unsupervised children. A sign has been posted at bridge entrance.
- S. **OUTDOOR FOOD PREP & GRILLS.** There are 2 propane grills available for cooking on lower level. Propane is included in your rental. If barbecuing, please use mat provided on the concrete or upper deck to avoid stains and hard to clean messes. Please wipe down grills when finished.
- T. **INDOOR FOOD PREP.** We provide cutting boards, knives, cooking pans, kitchen utensils, serving platters, commercial 6 burner stove and oven, microwave and large crock pots/roasters. There are plates, eating utensils, pint glasses and wine glasses for 250 people that are available for use. 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 DINNING UTENSILS MUST BE LEFT CLEAN AT THE END OF EVENT.
- U. **DISHES AT END OF YOUR EVENT.** You are responsible for cleaning all used dishes at the end of your event. We provide a 3 basin sink and a sterilizing commercial dish washer with instructions to help you easily clean up after your event. All clean dishes may be left on trays and dish racks after cleaning and Sweet Water Staff will put items away. You may leave used wine and pint glasses in kitchen. We will wash those.
- V. **Coolers;** Behind the upstairs bar is a small drink refrigerator and a large commercial food cooler for your use. You are welcome to use our 3 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. There is not ice available onsite but can be bought nearby at Arctic Ice (208)-940-1853 with the convenience of 24 hr access.
- W. **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. Extra wood is available to the right of the Bunkhouse near parking area. **Fires must never be left unattended and must be extinguished at night and the end of your event.**

X. **An on-call SWEET WATER HOLLOW staff** will be available on-site for 2 hrs during set-up, 2 hrs prior to your main event and via phone throughout your event. Staff may also monitor event activities and has the authority to enforce contract rules.

Y. **ALCOHOL;**

A. 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. The cheapest policies are from [eWed.com](http://eWed.com). Many policies are available online or you may get a local policy with our partner;

Salmon Valley Insurance  
Julie Nichols, Licensed Agent  
julie@deboardagencies.com  
([www.deboardagencies.com](http://www.deboardagencies.com))  
1000 Main Street  
Salmon, Idaho 83467  
P) 208-756-6789  
F: 208-756-4103

**B. HIRING SWEET WATER BAR AND/OR OUR BARTENDERS TO HOST YOUR BAR**

**SATURDAY.** You will need to report your expected number of attendees 1 month prior to the event. We provide a delicious but limited appetizer menu with and a full array of Micro Brews, several draft beers, full canned cocktail menu and our own specialty made drink menu with cocktails and mocktails.

**C. BARTENDERS.** For setting up bar during your event with your supplies, hosting and clean-up Bartenders are \$25/hr and come with bartending tools. Tips jars are at the discretion of Renter. Renters purchases all items. If you choose to have the Sweet Water Bar & Kitchen open to your party with our standard drinking and appetizer menu offered, we require a min food order and an additional \$25/hr for a host bartender or server.

**D. 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.

1. **If alcohol is SOLD** at an event,

A. Renter must **obtain, and show proof of, a temporary liquor license 2 weeks prior to event** date. We must receive proof in advance that you or persons contracted by you have a valid State of Idaho Liquor License Permit.

**CC. SECURITY DEPOSIT REFUND; PROPERTY INSPECTION**

After review by the Sweet Water coordinator, (day after event check for damage) the \$100.00 security/damage deposit will be refunded if the Rental Checkout list has been satisfied, there are no damages to the building and its grounds. Damages, time violation, specific cleaning/and/or additional time costs will be withheld from the security deposit. If damage to Sweet Water Hollow property exceeds the amount of the security/damage deposit, Renter agrees to pay for, or replace, any object of property that is destroyed, damaged, or stolen during event and will replace within two weeks upon receipt of notice.

**DD. DAMAGE DEPOSIT & NOISE ORDINANCE**

\*For parties expecting over 100 people in attendance, a security deposit is required before the time of your rental. After review by the Sweet Water staff, (day after event following checkout completion) the

\$300.00 security/damage deposit will be refunded. Renters guests must respect property and follow house rules. Damages, time violation, specific cleaning/and additional time cost to repair will be withheld from renters security deposit. 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 or stolen during the event such to equal value is received. Such payment or replacement must be made within 2 weeks upon receipt of notification. Please adhere to the Salmon City Noise Ordinance Times when playing music outside; 10 p.m. on Weekdays and 11p.m. on Weekends. Violation of contract may result in part or all of security/damage deposit being withheld.

#### **EE. 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 the 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.

#### **FF. 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.

#### **GG. CANCELLATION POLICY**

- A. All cancellations must be in made electronically to email [info@sweetwaterhollow.com](mailto:info@sweetwaterhollow.com).
- B. Cancellations made within three (3) days of signing this Rental Agreement: All money paid is refunded less a \$25.00 administrative charge.
- C. Because this is a Special Event Venue that books well in advance, Full Weekend Package cancellations made more than 8 months in advance will receive: 75% of the TOTAL rental fee are refunded. 25% of the TOTAL rental fee is forfeited by Renter.
- D. For Full or One Day Wedding Packages venue rental cancellations made less than 8 months prior to the event: 25% of the deposit made is refundable unless the date can be rebooked. If it is rebooked, then you will receive 75% or your initial deposit.
- E. If the damage/security deposit and cleaning fee have been paid in addition to the entire rental fee then those deposits will be refunded to the Renter.
- F. 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 it's 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: \_\_\_\_\_