



GOSHEN CREST FARM

Event Rental Policies

We enjoy sharing the beauty of Goshen Crest Farm with you and your guests. To assist in preserving the beauty of what Nature created at Goshen Crest Farm and our lovely home, we have the following policies for Special Events and Weddings.

Arrival/Departure

An arrival and departure time will be established in advance. All events must end by midnight unless otherwise specified and the property should be vacated by 1 am.

Furnishings

Furnishings are subject to change without notice. Furniture must not be transferred from one room to another and furniture may not be taken outdoors. Loss of items, as well as damage to the property or furnishings will be charged to the guest.

Maintenance of Property

Be sure to close all windows and doors. Trash must be properly disposed of. If trash is left behind after event rental, there will be an automatic \$25.00 per bag charge for disposal.

Alcoholic Beverages

Alcohol may only be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the Commonwealth of Kentucky and ordinances in effect for Oldham County and the City of Goshen. GCF makes no representation that alcoholic beverages may legally be served on the Premises. Such determination is Renter's sole responsibility. If alcoholic beverages are served or consumed on the Premises, Renter agrees to the following:

- a) Renter shall take full responsibility for and hold GCF harmless from ALL liability arising from the serving and consumption of alcoholic beverages;
- b) If caterers are to serve or provide a bartender to serve alcoholic beverages, the caterer shall provide to GCF a certificate of insurance evidencing a Liquor Liability Policy at least fourteen days prior to Event Date.

Vendors

A list of all outside vendors; such as: caterers, musicians, photographers, and any other outside professionals are hired by the lessee and must be submitted to GCF thirty days before the Event Date.

To ensure service quality and preserve the integrity of the Facilities, outside staff such as event planners, caterers, waiters, and bartenders not listed on the preferred list, must be approved by GCF. All caterers are required to adhere to specific rules established by GCF, and shall sign and execute the License and Terms of Use. Beverage stations, ice sculptures and fountains are permitted to be set up indoors with proper care.

Music/Entertainment

Arrangements for entertainment or music must be approved by GCF. All music must end by 12 midnight.

Equipment

If Renter plans to hold a seated/dinner event, (s)he must supply all applicable tables, chairs, tents, and other equipment or furnishings, all at Renter's sole expense. Preferably tents should be freestanding. GCF must approve any staked tents. Tent must be removed on the first business day following the event.

Nature

Given that animals reside on the property, care must be taken not to use any substances/materials that could at the time of the event or subsequently hinder their well-being.

No Smoking or Open Flames

Smoking is prohibited in all areas of Goshen Crest Farm, at all times including the residence. Further, any use of recreational drugs on the premises is strictly prohibited.

Capacity

The capacity shall not exceed 250 guests unless stipulated in contract.

Parking

Parking is allowed on any of the asphalt or gravel surfaces. Parking on grass is prohibited unless controlled by GCF. Parking plans must be approved by GCF at least 30 days in advance of event. Valet parking is required for events anticipating more than 50 cars.

Cancellations

Cancellations are subject to our No Refund Policy if canceled with ninety days of reserved date. Cancellations received and accepted more than 90 days of reserved date are subject to a refund of 50% of the rental fees.

Advance Walk Through

Extraordinary Events will conduct a walk-through of the property on two separate occasions at times determined in advance that is convenient for both parties. Vendors are permitted to view the property at these times.

Upon Departure (All items may not be applicable):

Space must be left neat and in same basic condition as arrival. All supplies for pick up by the Rental company must be stacked and out of the way.

1. Please turn lights off inside and out.
2. Make sure all water is turned off.
3. Lock all doors and windows. Leave one key in mailbox near garage.
4. Turn the thermostat to proper setting dependent upon season.
5. Remove all trash from the house.
6. Clean all dishes and sweep kitchen floor.
7. Remove all linens from beds and place in laundry room on second floor along with used towels.

Insurance Requirements

Renter shall obtain and keep in force a Special Event policy of a combined single limit in an amount not less than \$1,000,000. This policy shall cross liability endorsements and shall insure performance by Renter of the indemnity provisions. The certificate must show additional insured as provided in rental agreement.

The Lessee understands and agrees that GCF may have its representative present at all times during the Event.

The Lessee is financially responsible for any damage to the grounds or landscaping caused by guests, invitees, licensees, permittees, caterers, florists, decorators, rentals, photographers, musicians, security and parking personnel, or agents.

GCF requests permission to utilize photography for promotional purposes.

Extraordinary Events coordinates all rental services at Goshen Crest Farm and offers event planning services if needed. Further, we are happy to review the credentials of your selected service providers if you prefer someone other than our preferred vendors.