



## **Policies and Procedures for Weddings & Events**

**Richwood on River, LLC**

**1233 Highway 36**

**Milton, KY 40045**

### **Terms**

To hold a date for your special event, you may request a 'pencil-in' without a contract or deposit for 7-days. If you do not contact us within that 7-day period, we will remove your name from our calendar, thereby making it open and available for another party to reserve that date. If while you are holding a particular date and another request comes in for the same date, and they are ready to book, you will have up to 24 hours after notice to release or book the date.

### **Payment & Contract**

For any event service, a non-refundable initial payment of 50% of total amount (including tax) plus the \$750.00 refundable damage deposit is required, along with a signed contract and the date is securely yours.

The balance and final payment is due 60 days prior to your event. We accept payment by credit card (VISA, MC, and AMEX), check, or cash.

### **Refundable deposits**

Your refundable deposit is due at the time of your booking and is a separate transaction that is not taxed. Pending the completion of damage assessment and final walk through of all areas rented, as outlined in the contract, a refund will be issued to you within 30 business days following your event.

### **Cancellations**

All cancellations need to be received in writing by our office no later than 30 days prior to your event. All initial payments are non-refundable. However, if the client wishes to propose another date and it is feasible, client may sign a new contract - and 50% of all payments made will be credited to the new date *IF* the cancelled date can be rebooked for the amount the new date is credited. This decision will be at the discretion of Richwood on the River owners or agents.

### **Rental Includes**

If you rent Richwood on the River property for the weekend, you will have exclusive use of the areas outlined in your contract. The property will be private for you and your guests all weekend during your contracted hours. No other events will be booked. Included in your rental are: Mansion 1<sup>st</sup> and 2<sup>nd</sup> floors, 3 cottage houses, 2 luxury carriage house apartments, manicured grounds, pool and pool area, hot tub and Carriage Hall. Richwood on the

River also offers the use of: (15) 5ft round tables, (2) 8ft serving tables, (5) 6ft beverage, gift, dj, place card, appetizer tables, (1) 4ft round cake table, 150 durable white garden chairs for an outside ceremony and 150 mahogany chiavari chairs for inside use only. Richwood will also provide Parking Attendants and a Final Details Meeting scheduled 30 days prior to event date. Richwood on the River will also have an initial detail meeting with you to begin planning for your special day. This meeting can be set up any time after you have signed your contract and paid the initial payments.

Descriptions of our rooms that are included in the rental are as follows:

Room Name (description)	Bed(s)	Rental Cost
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**CARRIAGE HOUSE LUXURY APARTMENTS:**

<i>#1 Ava Rose</i>	1 King	\$249.00
<i>#2 Samson</i>	1 King	\$249.00

\*Carriage House apartments include, a full kitchen, available pull out bed and whirlpool tub

**COTTAGES:**

<i>Mountain View 1</i>	1 king	\$179.00
<i>Mountain View 2</i>	1 king	\$179.00

\* Mountain View cottages include, wood burning fireplace, full kitchen, available pull out bed and spacious shared back porch

<i>Lake View 1</i>	1 queen	\$159.00
<i>Lake View 2</i>	1 queen	\$179.00
<i>Lake View 3</i>	1 queen	\$159.00

\* Lake View cottages include, kitchenette and available pull out sofa bed and shared back porch

<i>Summer Cottage</i>	1 queen	\$159.00
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\* Summer cottage (our honeymoon suite) includes kitchenette, gas fireplace and Jacuzzi tub

\*\* All rooms come with complimentary Satellite TV, with DVD/CD player

## Weekday Carriage House / Cottage rental

Use of Carriage House and (2) luxury apartments are available during the week. A one day event rental includes the surrounding terraces and grounds. The Carriage House is available from 8am until 12midnight on the contracted rental day. The Carriage House, (2) luxury apartments and cottages are also available to rent for extended stays of (2) to (4) nights.

\*Pricing will be determined by amount of nights and number of guests.

## Mansion House

First floor is available to you and your guests when renting the property for a weekend event. Maximum capacity is 30 guests. All registered guests for the property have this access during daylight hours. The (5) Mansion Suites, are for your guests registered to those rooms. They have exclusive access to the second floor for the duration of their stay. Events larger than 30 people must use the Carriage House for their event(s). Mansion's (5) bedroom suites are also available to rent during the week (Sunday - Thursday), when there are no scheduled events. Mansion Suite's include use of the entire house and grounds during your stay. Rooms are outlined below:

Room Name (description)	Bed(s)	Rental Cost
Plantation Suite (Richwood & Plantation)	1 king / 1 queen	\$299.00
Richwood	1 king	\$199.00
Riverview	1 king	\$199.00
McKinley	1 king	\$199.00
Rosemary	1 king	\$199.00

\*\* All Mansion House rooms are located on the 2nd floor and include a gas fireplace

\*\* All have private baths with the exception of the Plantation Suite which is a shared bathroom

\*\* All rooms come with complimentary Satellite TV, with DVD/CD player

\*\* All rooms come with a Full Breakfast served between 9am - 11am.

## Mansion Kitchen

For registered weekday guests of the Mansion, a full breakfast is served between the hours of 9:00 am and 11:00 am on the mornings of your stay. Please inform the owners of approximate time that you would like breakfast at your initial check in. For weekend events, the kitchen and Mansion are available to you and/or your caterer to prepare breakfast or serve food and beverages to your guests staying on property. You and/or your caterer are responsible for all food and beverage related clean up. To avoid additional cleaning fees or losing your damage deposit, a full WALK-THROUGH, with person who signed contract, will be conducted before departure. Richwood on the River can also offer a continental breakfast, light lunch and snacks for wedding parties (up to 15 people) using the Mansion for hair and make-up on the day of the event.

\*Please inquire with the owners on pricing for continental breakfast, light lunch and snacks.

## Exclusive Use

If you are only renting the cottages, you will not have *exclusive* use of the property or Mansion. If you are renting the Carriage House for a day event, you do not have *exclusive* use of the property and house. The only way to have *exclusive* use of the Mansion the Carriage House, apartments and cottages, is to rent the entire property for your event.

## Time Limits

The Mansion is open to all registered guests during daylight hours. These hours are between 9am and 8pm.

Your event(s) may run until 12:00 am. Your indoor band/dj may play until midnight, however noise levels outside must be reduced at 10:00 pm. You and your guests residing on the property are free to use the grounds and have full access to all facilities outlined in your contract. You and/or your caterer are responsible for all food and beverages related to your event(s). You and/or your caterer are also responsible for related clean up due to your event(s) on property. To avoid additional cleaning fees or losing your damage deposit, a full WALK-THROUGH, with person who signed contract, will be conducted before departure.

Additional weekend hours are available upon requests when they can be accommodated. Early arrival on Friday is \$100.00 per additional hour and late departure on Sunday is \$200.00 per hour. These additional hours need to be approved prior to your arrival date in the case of events coming onto the property immediately after your departure.

## Catering and Rental Items

Richwood on the River charges each caterer a 10% service charge on your food and beverage total (only) for the use of the Mansion kitchen for your event. This charge is not done when a catering tent is provided for larger tented events on the property.

Richwood on the River works with the following caterers.

### *A Catered Affair*

[acateredaffaircincinnati.com](http://acateredaffaircincinnati.com)

513.827.9022

[chuck@acateredaffaircincinnati.com](mailto:chuck@acateredaffaircincinnati.com)

### *Jeff Thomas Catering*

jeffthomascatering.com

859.291.0286

[events@jeffthomascatering.com](mailto:events@jeffthomascatering.com)

### *McHale's Events and Catering*

mchalescatering.com

859.442.7776

[contact@mchalescatering.com](mailto:contact@mchalescatering.com)

*Paradise Cove Catering (small events / rehearsal dinners)*

relaxbeourguest.com

812.701.4289

[paradisecovecatering@hotmail.com](mailto:paradisecovecatering@hotmail.com)

*Masterson's Catering*

mastersons.com

502-636-2511

[info@mastersons.com](mailto:info@mastersons.com)

## Trash Removal

We provide trash cans and trash liners based on the number of people at your event. You and/or your caterer are responsible to remove and change liners when trash is full. We have a designated place for you to put trash and then we will move it to the dumpster area. To avoid additional cleaning fees or losing your damage deposit, please do not leave trash cans full of trash or forget to replace liners.

## Parking

Parking or driving on the grass is strictly prohibited. For group events, our staff will direct parking. Any vehicle parked on grass or in prohibited areas will be asked to move immediately. Please inform your guests that driving and/or parking on the grass or in prohibited areas is not allowed. Any vehicle parked on grass (other than areas of the lawn that we designate for parking) will be towed at its owner's expense. We are not responsible for loss/damage caused to vehicles that are towed.

## Glass Containers

No glass containers of any kind are allowed in the pool, pool area, in or near the hot tub or in the parking areas. Glass containers or broken glass found in these areas are cause for you to lose your damage deposit.

## Decorations

All decorations will require approval from owners. Please consult with owners regarding any decorating ideas that you may have. For safety reasons, we do NOT permit throwing of rice following the ceremony. Bubbles, Birdseed and Flower Petals are recommended - outside only. If using silk petals, please assign someone to be responsible for picking them up after the ceremony is completed.

After the event, all decorations, boxes, and extra trash must be removed from the Carriage House and/or grounds.

## Seating

Richwood on the River has tables and chairs to seat 150 guests. If you require more seating, we can provide you with the contact information for our preferred rental companies to rent all additional items needed for your event. NOTE: Richwood on the River reserves the right to limit the amount of tables and chairs in and around the Carriage House, and to determine their configuration, due to fire code regulations.

## Restrooms

Restroom facilities in suites/cottages are restricted to registered guests only. We have four restrooms available for group guests not registered in any suites or cottages.

## Access

Mansion, Carriage House, Luxury Apartments and Cottage access is restricted to registered guests only, except for viewing by group guests, when accompanied by a registered guest of that particular suite or cottage, person responsible for renting the property or their agent.

Due to the age and layout of the property, there are stairs to negotiate everywhere; therefore this facility is NOT handicapped accessible. We have no elevator. We apologize for any inconvenience this may cause. The Carriage House is accessible with a removable ramp leading up to the front door.

## Room Assignments

If you rent the entire property, it is your responsibility to assign the appropriate mansion rooms, apartment and cabins to the appropriate person(s). You must provide us with a printed copy of your rooming assignment list, including everyone in the room, prior to the first guests expected check in.

When renting Richwood on the River, we do not change bed linens on stays less than 3 nights. We do not make up beds every day. If you are planning on using the sofa-beds, please inform us so that we may provide you with linens.

Please check with management regarding late check ins.

## Age Limits

Children under 13 must be accompanied by an adult at all times in the Mansion common areas (first floor).

**Due to NO LIFEGUARDS** children under the age of 18 are not allowed in the swimming pool and hot tub unless accompanied by an adult at all times. If these age limits are not followed, we may have to close the hot tub and pool areas for your event and/or deny children under the age of 18, access to these areas.

## Other Information & Policies

- ♥ Proof of Liquor Liability Insurance is needed which can be obtained through your Home Owner's Insurance Policy.
- ♥ Richwood on the River is a non-smoking facility. Smoking is permitted in outside, designated areas only. Cigarette butts and/or trash left on grounds may result in you losing your damage deposit. Evidence of smoking in suites, cottages and luxury apartments is cause for you to forfeit your damage deposit.
- ♥ Lessee understands that all guests are expected to follow the terms of this agreement. It is up to you to see that your guests are aware of these terms and that they are observed. Damages in the excess of your damage deposit will be charged to your credit card. The undersigned agrees to pay the full amount of any damaged suite, building, structure, or the grounds resulting from their own, or their guest's negligence, and to abide by the terms stated above. We reserve the right to end any event that we deem out of control.
- ♥ All rates and terms are subject to change without notice. Once you pay the 50% initial payment, plus damage deposit, and sign contract with Richwood on the River, rates and terms are locked and cannot be changed, unless mutually agreed upon by both parties.

- ♥ Pets are allowed on property and in Cabins but will require an additional \$100.00 cleaning fee per pet. Pets are not allowed in Mansion.
- ♥ NO FIREARMS ARE PERMITTED ON THE PROPERTY AT ANY TIME.

## Liability Policy

**Security** - Richwood on the River is not responsible for providing security for your event. It is the client's responsibility to call and arrange any security needed. Richwood on the River is not responsible for any items that are lost, stolen, or damaged.

**Control & Responsibility** - The client shall be responsible for maintaining proper order at all times, and for preventing vandalism or damage to any and all facilities and/or furnishings, grounds, etc. Client shall at all times ensure that everyone at the scheduled event abides by applicable federal, state, and local laws, regulations, and ordinances.

**Indemnity** - The client shall save, protect, indemnify, defend and hold harmless the owners and agents of Richwood on the River, its employees, and staff from and against all losses, claims, liabilities and other expenses including reasonable attorney's fees and expenses of settlement, mediation, arbitration, litigation, or administrative action resulting from any injury to or death of any person, or any loss or damage to any property (real or personal) caused by or resulting from any act, negligence or omission of the client, the client's agents, guests, invitees, licensees, or visitors in or about the Richwood on the River property.

**Responsible Party:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_