



Hill Country  
Village



# Hill Country Entertainment (HCE)

## SPECIAL EVENTS POLICY, TERMS AND CONDITIONS

Hill Country Entertainment (HCE), on behalf of Hill Country Village and 421 Texas, thank you for selecting one of our premier venues for your special event. We offer unparalleled service and catering to create a customized and unique experience. 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

Hill Country Entertainment (HCE) reserves the right to inspect and control all functions. The Client shall be liable for any loss or damage to HCE’s property caused by the client or the client’s guests while on HCE property. Client is responsible for their guests’ actions. The Client will purchase event insurance for HCE property, cost of cancellation and other liabilities. Hill Country Entertainment (HCE) 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. HCE assumes no responsibility for guests before, during or after the event.

### VALUABLES

HCE is not responsible for any loss of valuables except due to the negligence or deliberate fault of HCE, its employees or agents.

### DEPOSIT AND CANCELLATION POLICY

To reserve your event date with Hill Country Entertainment (HCE) your contract must be signed and confirmed with a deposit. The deposit is \$1000.00 for both Hill Country Village and 421 Texas. The deposit will be credited to your final bill/invoice. Deposits are non-refundable. See Fees and Payment terms section for full cancellation policy.

### CONFIRMATION OF FINAL NUMBER

A final number of guests must be sent to the HCE office 14 days prior to the event. These numbers may not be decreased after this date.

After this date numbers may be increased, by up to 10%, no less than 72 hours prior to event.

Mailing Address  
12475 Ellerbe Road  
Shreveport, La 71115

Stephanie Anthony  
Managing Partner/Event Planner  
318-670-7662  
Stephanie@hillcountryvillage.net  
Stephanie@421texas.net

Dick Grieder  
Owner  
318-655-3524  
Dickgrieder@comcast.net

Initial  
\_\_\_\_\_

## MENU PLANNING

Selection of menu items must be finalized a minimum of 30 days in advance of event.

A guarantee of reservations is required two (2) weeks in advance of the event. In the absence of a guarantee, the original number of guests on the contract will be used. You will be billed for the number guaranteed or the actual number in attendance, whichever is greater.

Prices are based on Market prices, as well as estimated headcount. Due to this, pricing could be adjusted up to 14 days prior to event.

**No food or beverage of any kind may be brought onto any HCE premise without HCE management approval**, except a wedding cake, which shall be deemed approved. HCE reserves the right to add service and gratuity for the service of any approved outside food or beverage, excepting wedding cake, which service and gratuity have been included already in price determination. **\*NO unauthorized alcohol is allowed on HCE property.** All alcohol must be supplied by HCE, per our state license.

You will also be held responsible for your guests bringing outside alcohol onto the premises.

\_\_\_\_\_ (initial here)

## DECORATING AND DAMAGES

If decorating yourself, all decorations are the responsibility of the Client including flower arrangements, centerpieces, candles, etc. Any personal property belonging to the Client, guests or third party is at the sole risk of the Client. HCE shall not be liable for loss or damage to such property.

All vendors providing service for your event must use the entrance at the back of the building. It is the Client's responsibility to inform vendors of building policy.

No nails or decorations shall be used that will in the ordinary course of their use damage walls, ceilings, paint, plaster, wood work or furnishings (such as permanent adhesives). The Client agrees to reimburse HCE for fair market value of any damages or loss caused to HCE premises by vendors, Client or guests attending the event.

Throwing rice, confetti, birdseed or flower petals is not permitted inside or outside of any HCE venue without HCE management approval. (clean up fee will apply) **No glitter allowed in decor without prior approval.**

Client shall remove its decorations within three (3) days of the event and shall communicate with HCE, prior to event date, as to when it will be at HCE's property to remove same.

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## GENERAL

HCE has taken all reasonable steps to ensure that the information contained in brochures, leaflets and advertisements is accurate, and reserves the right to alter, substitute or withdraw any service, facility or amenity without prior notice if necessary at anytime unless to do so would cause HCE to be materially unable to perform the obligations herein contemplated and with reasonable notice to the Client. HCE will take all reasonable steps to fulfill the reservation to the best of its ability and in accordance with details provided. However, it reserves the right to provide alternative services of at least equivalent standard.

### **CANCELLATION BY HILL COUNTRY ENTERTAINMENT**

HCE reserves the right to cancel the booking if:

- The Client becomes insolvent or enters into liquidation or receivership.
- HCE or any part of it is closed due to circumstances outside of its control.
- The Client is more than 14 days in arrears with any payments to HCE.
- The booking might prejudice the reputation or cause damage to HCE. In such event, HCE will refund any advance payment made but will have no further liability to the Client.

### **CONDUCT**

In order to be served alcoholic beverages, a valid identification is required. Any person becoming intoxicated or under the influence of intoxicants or illegal drugs while at any HCE venue, or bringing intoxicants or illegal products on the premises will be asked to vacate venue immediately.

### **FEES AND PAYMENT TERMS**

Food and beverage prices are subject to an 18% minimum service charge/gratuity.

Sales tax for food, beverage and service charge/gratuity is 7.80% for Hill Country Village. The sales tax rate is 9.05% for 421 Texas. It is required by law to tax the service charge/gratuity.

25% of estimated event total, due within 60 days from booking date: \_\_\_\_\_

50% of estimated event total, due no less than 180 days prior to event: \_\_\_\_\_

final 25% of event total, due no less than 7 days prior to event: \_\_\_\_\_

If event cancellation takes place, you forfeit percentage of monies paid as outlined below:

150 - 121 days prior to event= 50%

120 - 91 days prior to event= 60%

90 - 61 days prior to event= 70%

60 - 31 days prior to event= 80%

30 days, or less, prior to event= 90%

initial: \_\_\_\_\_

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A \$250 clean up fee will be charged for throwing birdseed, confetti, rice or flower petals. **HCE management must approve Client's selection of throw items.**

Deposit will be credited on final billing.

Clients are required to prepay 100% of the estimated total seven (7) days prior to the event. A final billing for consumption of alcohol, beverages and service charge/gratuity with sales tax is billed after the event. (open bars ONLY)

The Client agrees to pay final invoice due to HCE within seven (7) days of the Event Date. Client agrees to provide, as part of this contract, a credit card that will be used as a guarantee for final payment should Client fail to submit a check within the 7 day period.

HCE reserves the right to charge 3% on any payments, including but not limited to payment plan and outstanding balance, charged to the credit card on file.

On behalf of Hill Country Entertainment \_\_\_\_\_

Signature (Representative FOR HCE)

I agree to the Terms and Conditions of Booking and Cancellation Policy as adhered to by Hill Country Entertainment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ORGANIZATION OR EVENT NAME

We look forward to providing you and your guests with a memorable event. Should you have any further questions, please let us know. If all is in order, please indicate your approval with your signature where indicated and by initialing at the bottom of each page. Please return, deposit included, as quickly as possible to guarantee the booking of your event.

Sincerely,

Stephanie Anthony

Hill Country Village | 421 Texas

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Site rentals are for a four (4) hour event, beginning at the agreed upon start time. Events booked for additional time are billed at \$250.00 per hour. Clients have access of the venue the day of the event, up to 12 hours including event time, beginning as early as 8:00 am.

One hour (60 minutes) is allowed the day prior to event (wedding) for a rehearsal walk through. Additional access for planning and viewing may be arranged by appointment only.

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

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Estimated number of Guests: \_\_\_\_\_

**Contact#1:** \_\_\_\_\_ Mobile: \_\_\_\_\_ Home/Work: \_\_\_\_\_

Email address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**Contact#2:** \_\_\_\_\_ Mobile: \_\_\_\_\_ Home/Work: \_\_\_\_\_

Email address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**Venue:** \_\_\_\_\_ Hill Country Village (\$2600.00) \_\_\_\_\_ 421 Texas (\$4500.00)

\_\_\_\_ Main Building \_\_\_\_ Pavilion \_\_\_\_ Country Store

**Event Type:** \_\_\_\_\_ **Beverage Service:** \_\_\_\_\_ **Estimated Food Service per person:** \_\_\_\_\_

____ Wedding	____ Open Bar	
____ Reception	____ Bar Package (Hourly)	____ <b>Day of Coordination</b>
____ Rehearsal	____ Beer & Wine	____ <b>Full Wedding Planning</b>
____ Dinner	____ Beer, Wine & House Liquor	____ <b>DJ Service (4 hr)</b>
____ Banquet	____ Beer, Wine & Premium Liquor	____ <b>Decor Package</b>
____ Party	____ Cash Bar	____ Wedding Ceremony
		____ Wedding Reception
		____ Table Décor only

**Service charge:** 18% minimum

20% for 150+ guests

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## DEPOSIT & PAYMENT

It is my understanding and agreement that the deposit Amount is \$1000.00 for \_\_\_\_\_  
(venue) which is stated in the deposit and cancellation Policy of this contract. This amount will be deducted from  
the final bill.

\_\_\_ Please find a check payable to Hill Country Entertainment in the amount of \$ \_\_\_\_\_

\_\_\_ Please charge Credit Card for \$ \_\_\_\_\_ (plus the additional 3% processing fee for card payment)

I authorize the following credit card for payment of final billing, if not paid within 7 days of event date.

_____	_____	_____
CREDIT CARD NUMBER	CARD TYPE	EXP DATE
_____	_____	_____
CARDHOLDER NAME	CARDHOLDER SIGNATURE	

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