

**hill country
village**

421 TEXAS

Hill Country Entertainment (HCE)

SPECIAL EVENTS POLICY, TERMS AND CONDITIONS

Hill Country Entertainment (HCE), on behalf of Hill Country Village and 421 Texas, thanks 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 \$500.00 for Hill Country Village and \$750.00 for 421 Texas. The deposit will be credited to your last bill/invoice. Deposits are non-refundable.

CONFIRMATION OF FINAL NUMBER

An estimated number of guests must be sent to the HCE office 14 days prior to the event. Final number of guests must be confirmed to the HCE office five (5) working days prior to event.

If at least two (2) weeks notice is given in advance of the event date, a reduction of the estimated number of guests by 15% can be made without any charge. If there is a drop of more than 15% after the 2 week deadline, HCE will charge for numbers confirmed or number of attendees, whichever is greater.

MENU PLANNING

Selection of menu items must be finalized a minimum of two (2) weeks 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.

The Chef prepares 5% over the guarantee of reservations.

Mailing Address
8320 Line Avenue
Shreveport, LA 71106

Allison Valcho
Event Planning
318-286-4386
avalcho@gmail.com

Bill Kelly
Event Coordinator & Chef
870-917-9796
billkelly@hillcountryvillage.net

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

Initial Below:

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

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. 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 as to when it will be at HCE's property to remove same.

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 30 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.

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12475 Ellerbe Road
Shreveport, LA 71115

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SITE RESERVATION

Site rental fees are for a four (4) hour event beginning at the agreed upon event start time. Events booked for additional time are billed at \$150 per hour. Clients may access the venue all day the day of the event, beginning at 8:00 a.m. One and a half hours (90 minutes) are available for a rehearsal walk-through. Additional access for planning and viewing may be arranged by appointment only.

Event Date		Event Times		Event Name		Number of Guests			
Contact #1				Contact #2					
Mobile Phone		Home/Work Phone		Mobile Phone		Home/Work Phone			
Email Address				Email Address					
Address, City, State, Zip Code				Address, City, State, Zip Code					
Event Type		Venue		Beverage Service		General Fees		Food, Tip, Tax	
<input type="checkbox"/> Wedding <input type="checkbox"/> Reception <input type="checkbox"/> Rehearsal <input type="checkbox"/> Dinner <input type="checkbox"/> Banquet <input type="checkbox"/> Party		<input type="checkbox"/> 421 Texas <input type="checkbox"/> Hill Country <input type="checkbox"/> Main Building <input type="checkbox"/> Pavilion <input type="checkbox"/> Country Store		<input type="checkbox"/> Beer \$3.00 <input type="checkbox"/> Wine \$4.00 <input type="checkbox"/> Mixed \$5.00 Non-Alcoholic Unlimited \$2.00 <input type="checkbox"/> Soft Drinks <input type="checkbox"/> Bottled Water <input type="checkbox"/> Tea <input type="checkbox"/> Coffee		Site Rental Misc. Rentals Clean Up Servers Bartenders Sheriffs Above Included in package price.		Food service per person Service Charge/Gratuuity 18% Minimum 20% for 175+ Guests Sales Tax 8.35% Hill Country 9.60% 421 Texas	
Client responsible for flowers, wedding cake, photographer, music and valet.									

DEPOSIT AND PAYMENT

It is my understanding and agreement that the deposit amount is \$_____ 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 County Entertainment in the amount of \$_____
- Payment for final invoice will be made by check according to terms as stated herein.

I authorize the following credit card for payment of final billing if not paid within 2 weeks of invoice date:

CREDIT CARD NUMBER

CARD TYPE

EXP DATE

NAME LISTED ON CARD

CARDHOLDER SIGNATURE

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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 8.35% for Hill Country Village. The sales tax rate is 9.6% for 421 Texas. It is required by law to tax the service charge/gratuity.

A \$100 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 five (5) 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.

The Client agrees to pay final invoice due to HCE within two (2) weeks of the Invoice Date, which shall be the date on which the invoice was mailed or actually delivered to the Client. 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 2 week period.

HCE reserves the right to charge 3% on the outstanding balance of any invoice that remains unpaid by the due date and that is subsequently charged to the credit card on file.

On behalf of Hill Country Entertainment _____
EVENT COORDINATOR 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 a memorable event. Should you have any further questions, please let us know. If all is in order, please indicate your approval with your signatures where indicated and by initialing at the bottom of each page. Please return, deposit included, as quickly as possible to confirm the booking of your event.

Sincerely,

Bill Kelly
Event Coordinator & Chef
Hill Country Village
421 Texas

Allison Valcho
Event Planning
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Dick Grieder
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