



Event Contract

Thank you for choosing Kairos for your special event! Please read and approve the following information. This contract must be read, signed, and returned to secure your date and details included. If you have any questions, do not hesitate to reach out to us.

Couple's Information: *|Bride First Name|* *|Bride Last Name|*, *|Groom|*
|Contact Phone| | *|Contact Email|*
|Street Address|, *|City|*, *|State|* *|Zip|*
Renter's Name (If different): *|Renter (if different)|*

Kairos Contact Information: kairoswedding@gmail.com | 540-235-2777 | Shumate Falls Rd, Glen Lyn, VA, 24093

You have booked Kairos for: *|Date of Event|* for approximately *|# of Ppl|*
Your rental includes: *|Package/Spaces|*

Rules of the Rental:

- Music must end by 11pm. Event must be completed by midnight.
- Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it, by 11am on Sunday of your weekend rental or the agreed upon time. There are trash dumpsters available near the bathhouse facilities that all trash must be placed prior to Renter leaving property. If Kairos provides trash cans, those need to be emptied and put in the Event Hall.
- Customer is responsible for officiant, sound system, ceremony and reception music.
- Customer hereby agrees to be liable and responsible for all act(s) and actions of every kind and nature for each and every person in attendance at Customer's function or event.
- Decorations may not be hung from light fixtures. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made.
- We also reserve the right to use any photographs or other media reproductions of an event in our publicity and advertising materials.
- No smoking inside, any buildings, at any time.
- Cancellation Policy: Your deposit can be refunded, minus 25% processing fee. Full refund (minus fee) for cancellations made within 48 hours of booking, if the check-in date is at least 14 days away. 50% refund for cancellations made at least 7 days before check-in. No refunds for cancellations made within 7 days of check-in.
- Additional yurt rental rules apply and those are located inside the yurts.
- Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premises. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund.

The Kairos Day-Of Coordinator will be in touch via your contact information listed, to review your timeline and specific needs you have for your event.

Additional Details in regards to your event:
|Add-ons|

The Event Hall, should you be using it includes: 200 chairs, 25 6' round tables, 10 8' rectangular tables. Parking for guests will be in the gravel and grass areas off the gravel lot above the event hall and on the driveway leading to the yurt area. NO PARKING ON THE GRASS AROUND THE YURTS OR VENUE.

INSURANCE: Renter, through Event Planner or Caterer should maintain Commercial General Liability Insurance including Host alcohol liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance should name Kairos as additional insured, and a certificate of insurance with an endorsement should be provided days prior to the event. Any and all insurance claims will be the responsibility of the Renter, and it is strongly encouraged you speak to the appropriate council.

Kairos does not accept any responsibility for damage to or loss of any articles or property left at Kairos prior to, during or after the event. Further, Kairos shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the Renter, or any of its guests, invitees, employees or other agents from any accident or causality occasioned by the failure of the Renter to maintain the premises in a safe condition or arising from any other cause. Renter, as a material part of the consideration of this agreement, hereby waives all claims and demands against Kairos for any such loss, damage, or injury of the Renter, and hereby agrees to indemnify, defend and hold Kairos free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees. Renter shall be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Kairos may incur as a consequence of the actions of Renter or any of Renter's guests, invitees, employees or other agents under the Renter's control while Renter is in control of the venue.

This Agreement shall be governed by the laws of the Commonwealth of Virginia. All disputes, claims, causes of action and suits that arise out of this Agreement shall be the governed by the laws of the Commonwealth of Virginia. All disputes, claims, causes of action and suits arising out this Agreement shall be brought in the Circuit or General District Courts for the County of Giles, Virginia or the United States District Court for the Western District of Virginia. Clients and all parties to this Agreement irrevocably consent to the jurisdiction of said courts and waive any objection to said courts as the venue for any action arising out of this Agreement.

The Kairos property and business are for sale. It is made known to Renter and potential buyers that property will maintain event and business status in the event of a sale. The Renter has been notified of this situation.

This rental was quoted at: ***|Total Cost Quoted|*** + taxes

Your deposit amount is: ***|Deposit \$|*** is an **upfront, non-refundable deposit** that will be applied to rental charges upon final signing of this agreement. Your deposit payment secures your space. Your deposit was received on ***|Deposit Rec. Date|***
An additional **\$500**, is for damages/security deposit which will be returned to the Renter upon settlement, minus any charges for actual damages done to the venue by Renter or his/her associates. This security deposit can be in the form of a check or a pre-authorized hold on a credit card and can be submitted above arrival for the event.

The full payment of your rental fee is due by: ***|Final Payment Due Date|***

Renter's Signature: _____ Date: _____

Renter's Printed Name: _____

Kairos Signature: _____ *Received Date:* _____