



7435 Texas Highway 154 S  
 Sulphur Springs, Texas 75482  
 www.cedarcanyonevents.com  
 903-243-2206; 903-348-5597

**CEDAR CANYON EVENT CENTER SERVICE CONTRACT**

\_\_\_\_\_ (“Client” hereafter) hereby contracts for the use of facilities at Cedar Canyon Event Center, LLC as stated below on the following date(s):\_\_\_\_\_.

**CLIENT CONTACT INFORMATION**

<b>CLIENT/PRIMARY CONTACT</b>	<b>PAYEE CONTACT (IF OTHER THAN PRIMARY)</b>
NAME	
PHONE #	
ALT. PHONE #	
EMAIL	
ADDRESS	
CITY, STATE, ZIP	
BRIDE’S NAME	GROOM’S NAME
ADDITIONAL INFORMATION	NO. OF GUESTS
REHEARSAL~ If your event includes a wedding ceremony requiring a rehearsal, Cedar Canyon will offer a one hour rehearsal as a part of your wedding/reception package. Rehearsal Date & Time: _____ Number of people: _____	

**TERMS OF AGREEMENT:** Client (hereinafter refers to Client's vendors, agents, guests and invitees, as well as any other person included in their party) will abide by the following terms and conditions set forth in this contract.

**GENERAL POLICIES & INFORMATION**

- Cedar Canyon Event Center (hereafter known as CCEC) does not provide medical staff or medical coverage for Client utilizing CCEC facilities.
- All vehicles, motorbikes, etc. must be parked in the designated parking lots. For events where parking requirements exceed CCEC parking availability, shuttles and/or valet services must be contracted.
- CCEC building is a smoke free environment. Smoking of any type, which includes vapor products, is strictly prohibited inside the building. One or more designated smoking areas will be provided outside.
- No illegal drugs, gambling, or illegal firearms are allowed on the premises. CCEC has a strict drunk and disorderly conduct policy. Any guest who is inebriated or under the influence of drugs, will be removed from the premises immediately.
- In the case that an Act of God (earthquake, fire, hurricane, wind, flood, etc.) leaves the event center unusable, causing your event to be cancelled, CCEC will only be held liable for the amount paid to date. Under no circumstances will CCEC be punitively or otherwise liable for damages beyond what has been paid by the responsible party.
- Fireworks & any form of indoor or outdoor fires are not permitted on CCEC premises. CCEC staff approved candles and sparklers are the exception.
- Any onsite food cooking is not allowed.
- It is dangerous and strictly forbidden for anything to be thrown into the gas log fireplace on the Event Center back porch or into the fire pit on the Canyon Overlook. Children are not allowed unsupervised on the overlook for safety reasons. Staff will notify Client or Client's designee to handle situations involving unsupervised children.
- Landscaping, flowers, and foliage are to be admired, and not picked, stepped on, taken, or damaged in any way.
- Children are welcome at Cedar Canyon Event Center. They must be fully supervised; no running or horseplay will be allowed. Minors are not allowed to consume alcoholic beverages, even with parent/guardian approval. Proper identification is required to confirm proof of legal age for the consumption of alcohol.
- Cedar Canyon Event Center reserves the right to change prices, policies, and services at any time unless your event is booked, contract signed, and deposit received.
- CCEC requires a credit card to be on file for all events. Client's card will be charged for any overages in time or damages at the conclusion of your event unless other arrangements are made
- Should inclement weather occur, CCEC will not charge to move your event indoors. The manager/owner will determine if grounds are suitable for an outdoor event.

\_\_\_\_\_ **INITIAL**, I agree to comply with the General Policies & Information guidelines listed above.

**DÉCOR** The CCEC policies below are in place to keep our facility beautiful and safe for your event.

- **Confetti, glitter, silly string, Chinese lanterns, and fireworks** are prohibited from use during your event; this includes glittered floral decorations on tables or in the foyer. Silk flower petals can be used only inside the building, and birdseed and sparklers are permitted outside on a limited basis with staff approval required at the signing of your contract.
- Candles must be used in an approved votive holder or glass container. The top of the glass must be higher than the top of the flame. All candles must be in a container that prevents wax drips on the ground, table, and anything under the candle.
- No permanent marking tools, staples, tacks, nails, tape or other form of attachment is to be used to attach décor.
- No substances (ie: cornmeal, powder, flour, etc.) are permitted to be placed on the floors.
- Nothing is to be thrown below the Canyon Overlook.

\_\_\_\_\_ **INITIAL**, I agree to comply with the Décor guidelines listed above.

**DAMAGE TO PROPERTY OR LOSS WHILE ON PROPERTY**

- A **\$500 CASH DAMAGE DEPOSIT** is required **4 weeks** before your event – **no exceptions** - and will be refunded back to you on the **first business day after satisfactory inspection of the premises**.
- Client is responsible for any and all personal property belonging to Client brought onto the CCEC premises. CCEC is not responsible for any damage, loss or disappearance of any merchandise or personal items brought to our facility by any party. Valuables are to be attended to properly during your time with us and are not to be left overnight. CCEC and its insurers shall not be liable for any damages or loss resulting therefrom.
- Client hereby agrees to be responsible for the cost of damages and missing items belonging to CCEC. If excessive décor is left uncollected or if excessive trash is strewn outside on the grounds, the Damage Deposit will not be returned.
- If damage should occur, the following steps will be taken: 1) Client will be notified by staff in a timely manner and invited to assess damages personally. 2) Pictures of damage will be provided by CCEC to Client. 3) In the case that damages exceed the Damage Deposit amount, Client will be provided an invoice of assessed damages and repair costs., and Client's credit card will be charged for the amount specified on the invoice.

\_\_\_\_\_ **INITIAL**, I agree to comply with the Damage to Property or Loss While on Property guidelines listed above.

**ALCOHOL:** Cedar Canyon Event Center does not provide alcohol under any circumstances.

- **RELEASE OF LIABILITY:** Client agrees to hold CCEC, its agents, employees, and officers harmless in the event of alcohol related injuries to Client attending or returning from their scheduled event.
- If any type of alcohol is served at the event, Client is responsible for purchase and delivery to CCEC.
- CCEC staff will not be available to serve alcoholic beverages of any kind.
- All alcohol beverages must be served by a CCEC preferred licensed and insured TABC bartending service, no exceptions, at \$40 per hour, per bartender. Number of bartenders will be determined by number of guests. Client agrees to use Cedar Canyon Events preferred Bartenders.
- CCEC does not allow Cash Bars.
- If alcohol is served at your event, CCEC will arrange for 1 uniformed and certified law enforcement officer per 200 people, no exceptions, at \$25 per officer, per hour. If, during your event, the Officer determines that additional security is necessary, Client agrees to pay for the additional officer.
- All underage drinking is strictly prohibited on CCEC premises, even when provided by parents/guardians to their children.
- The serving of all alcoholic beverages will cease at the minimum of one (1) hour before your event ends, without exception.
- Alcohol may not be brought onto the premises by individuals, guests, or catering personnel.
- Alcoholic beverages may not be consumed in the parking areas or on the surrounding property away from the facility itself.
- Per Texas State Law, no alcoholic beverages can be stored overnight on CCEC premises.

\_\_\_\_\_ **INITIAL**, I agree to comply with the Alcohol guidelines listed above.

## FEES & DEPOSIT

- **Payment Schedule:**
  - On the date of booking, one half of your total rental fee is due immediately to reserve your date and will count toward the entire venue price. This amount is Client's deposit and is **non-refundable**.
  - Cash, check, or credit cards are accepted as payment, with a \$35.00 return check fee. There is a 3.5% service fee for credit card charges.
  - 30 days prior to the event, or a booking, whichever comes first, 100% of the total balance is to be paid and is **non-refundable**.
  - If Client defaults on payment by agreed upon dates, CCEC will make one courtesy telephone call. If Client does not respond, the event will be cancelled in writing through a letter mailed to the address on file, and no refund by CCEC.
- **Cancellation of event date:**
  - Any and all cancellations must be made in writing.
  - Once written notice is received, the existing contract is cancelled and cannot be regenerated. If Client returns and wishes to contract with CCEC, a new contract must be created.
- **Rescheduling of event date:**
  - Written notice of postponement must be received.
  - If an original event date is postponed within 6 months of event date, payments made toward original event date cannot be transferred to new event date. Original contract becomes void and a new contract is created.
  - A new date must be chosen no later than 30 days after written notice of the postponement is received.
  - The new date selected must be no more than 15 months in the future from the date the written notice is received IF payments already made are to transfer to the new date, and the second clause does not apply.
  - If all above clauses are met, then a date can only be rescheduled once.

\_\_\_\_\_ **INITIAL**, I agree to comply with the Fee & Deposit guidelines listed above.

## RELEASE OF LIABILITY-INDEMNITY:

Client hereby releases and agrees to defend, indemnify and hold CCEC, its owners, employees and agents harmless from any and all damages, claims, losses, injuries to persons or to property, or other costs and expenses incurred in connection with or caused by Client's use of the property, whether or not related to the consumption of alcoholic beverages thereon, whether or not related to or caused by any defect in any building, structure, equipment, furniture, or other component of the property, and whether or not caused or alleged to be caused by the negligence of CCEC. Client hereby waives any and all such claims on behalf of itself. Client will indemnify CCEC for any damages to the facility, its fixtures or equipment which occur on the rental, are caused by Client, or otherwise as a result of Client's use thereof.

\_\_\_\_\_ **INITIAL**, I agree to comply with the Release of Liability-Indemnity clause above.

**EVENT & VENDOR SPECIFICS:** A CCEC Manager will be on the property at all times during your event to assist you with questions, concerns, and any emergencies arising.

- Access to Cedar Canyon Event Center will be individually agreed upon in this contract, including family, bridal party, bakery, florist, caterer, other vendors, and anyone associated with your event. All items brought in must be removed by the end of the specified time, unless additional hours have been purchased. Additional time desired after midnight on the day of your event may be purchased for **\$500** per hour.
- CCEC welcomes your event coordinator and/or decorator. If you have already hired a coordinator and/or decorator, please notify our staff. If not, CCEC can provide an extensive coordinator and/or decorator services for **\$50.00** per hour.
- CCEC employees are not available to help serve food, or alcohol. Staff is available to cut and serve cake at \$1.00 per slice.
- Any cakes, desserts, bakery items, etc. must be brought to the premises already prepared and decorated. Only assembly and touch-ups are allowed. CCEC staff is not available to assist in setting up or decorating the cake or other assembly. CCEC's refrigerator is available for use on a limited basis.
- CCEC kitchen facilities are available for use on a limited basis. Kitchen facilities are to be used for setting up, serving, and keeping prepared food warm. A regular refrigerator is available. Facilities are not intended for caterers to prepare or cook food to be served at your event.
- Client's caterer will be responsible for cleaning up kitchen facilities, washing dinnerware, glassware, and flatware and disposing of their garbage, unless other arrangements are approved by CCEC staff and noted in this contract. Cedar Canyon has a septic system without a grease trap or garbage disposal. Client's caterer is responsible for providing a receptacle for grease and oily liquids. Food scraps will be thrown into trash cans.
- The Canyon Bar is available for use for Alcoholic and Non-Alcoholic beverages. Refer to above Alcohol listed guidelines.
- CCEC employees are responsible for setting up and taking down tables, chairs, linens, and serving tables. Any other CCEC duties and responsibilities will be specified in Client's contract.
- Client is responsible for clearing off tables, putting all trash in trash receptacles, removing all décor not provided by CCEC, and removing all leftover food the night of the event. Client's decorator and florist are responsible for their trash, boxes and other items brought to the facility.
- CCEC is responsible for the facility cleanup, including providing all trash receptacles, trash bags, and restroom supplies during the event, and putting up tables, chairs, sweeping, mopping, etc. after your event ends.
- Items rented from CCEC will be set up and taken down as part of the rental agreement.
- Ladies and Gentlemen's dressing rooms are available during Client's event if a Wedding is part of the total package.
- Ladies and Gentlemen's restrooms are provided, including cloth and paper towels and toilet tissue.
- CCEC provides a climate-controlled facility.
- Audio/Video equipment is available and must be operated by qualified individuals such as DJ's, and other experienced technicians.
- Client may not tie into the main electrical box for band equipment or any other needs. Wall outlets are available.
- Band may not connect to or tie into CCEC audio/video equipment and sound system. CCEC must approve all audio/video system usage.
- Fire lanes, entrances, and exits must be left unlocked and unblocked at all times.
- Caterers must provide a current health certificate and copy of their liability insurance policy by email 30 days prior to Client's event.
- Clients wishing to use family or private catering services must sign and adhere to the provided Waiver of Liability. Additionally, Client will be responsible for obtaining personal Event Insurance and providing a copy of the policy.
- Children are welcomed to Cedar Canyon. Client is responsible for oversight of children at all times and can designate another adult for this.
- CCEC reserves the right to approve or disapprove of all vendors.

\_\_\_\_\_ **INITIAL**, I agree to comply with the Event & Vendor Specifics guidelines listed above.

By signing this document, you agree to all of the terms and conditions set forth in this contact.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payee/Responsible Party

\_\_\_\_\_

\_\_\_\_\_  
Cedar Canyon Event Center Representative

\_\_\_\_\_  
Date

**Cedar Canyon Event Center Contact Information:**

Jennifer Massey  
903-348-5597  
jennjmassey@yahoo.com

Mandy Kennedy  
903-243-2206  
mandy.kennedy1225@gmail.com



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\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Event

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Responsible Party

Total Venue Rental Fee \_\_\_\_\_

One-Half Total Fee Due at Booking \_\_\_\_\_

Remaining Balance \_\_\_\_\_

2<sup>nd</sup> Payment of \_\_\_\_\_ Due \_\_\_\_\_

Final Payment & Cash Damage Deposit \_\_\_\_\_ Due \_\_\_\_\_ (4 Weeks prior to Event)



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## VENDORS

Cedar Canyon Event Center is happy to work with your own Vendors. Please let us know whom we will be working with on your event. If you are not sure yet, just leave blank and let us know when you book a particular vendor. Please remember that the caterer must provide proof of a health certificate and liability insurance.

	Arrival Time
Caterer _____ Phone Number _____	_____
Florist _____ Phone Number _____	_____
Bakery _____ Phone Number _____	_____
Photographer _____ Phone Number _____	_____
Videographer _____ Phone Number _____	_____
Wedding Coordinator _____ Phone Number _____	_____
Reception Coordinator _____ Phone Number _____	_____
DJ or Band _____ Phone Number _____	_____
Officiant _____ Phone Number _____	_____
Decorator _____ Phone Number _____	_____
Other _____ Phone Number _____	_____
Other _____ Phone Number _____	_____

**EXCEPTIONS TO VENDORS: TENT RENTAL, CHAIR/TABLE RENTALS, BARTENDERS, SECURITY, LINENS, TABLEWARE**



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#### INCLUDED AMENITIES:

- 60" Round Tables
- 6' Rectangular Tables
- 8' Rectangular Tables
- Gold Chiavari Chairs
- Ice Machine, producing 535 lbs. per day
- 2 Rolling Ice Carts
- Kegerator
- Beautiful Custom Lighting of the Landscape, Trees, Parking Lots, and Walkways
- Lovely Drive over a Bridge and through the Wooded Property
- State-of-the-Art Audio/Video System with Projector and Screen
- PA System with wireless Microphone and lapel microphone
- Black Tablecloths (120") Round Tables
- Black Napkins (20"x20")
- Black Tablecloths for 6' and 8' Rectangular Tables
- Cedar Canyon Dinnerware, Water/Tea Glasses, and Flatware
- Wine Glasses; Champagne Flutes
- Covered Back Porch with Ceiling Fans, Speakers, and Gas Log Fireplace
- Beautiful Decked and Railed Canyon Overlook with Copper Fire Pit
- Separate Caterer's Driveway and Entrance
- Bagged Trash Removal
- On-Site Manager
- Personal Choice of Vendors
- Access to the Building from 9:00 a.m. until 12:00 p.m. on the day of Your Event
- Bride and Groom's suites (only if having wedding ceremony at the Venue)



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OTHER AMENITIES AVAILABLE FOR RENT

- Outdoor Portable Speakers, choice of lapel mic or hand held microphone \$250
- Microphone Stand \$ 10
- Engagement Photo Shoots, 2 hours \$350
- Propane Patio Heaters \$100
- Iron Archway \$100
- Easel \$ 25
- Gold or Silver Chargers, each \$ 1
- Coffee Maker with Service \$ 50
- Double Margarita Machine \$175
- Glass Drink Dispensers \$ 25
- Punch Bowl and Ladle \$ 30
- Giant Ferns in Decorative Urns \$ 75
- Additional Chiavari Chairs \$ 10
- Additional Tables \$ 15
- Linens - white or other colors \$ 22
- Plasticware, Disposables available ASK FOR QUOTE
- Additional Dinnerware, Tableware, and Glassware ASK FOR QUOTE
- Room Swap with Indoor Ceremony & Reception \$200
- White Garden Chairs, each \$ 5
- Round Pub Tables \$ 10
- Golf Cart Rental \$100
- Oversized Rolling Fans \$ 75
- Additional Hours after Midnight \$500
- Centerpieces and Décor ASK FOR QUOTE
- Wedding and/or Reception Coordinator ASK FOR QUOTE
- Wedding and/or Reception Decorator ASK FOR QUOTE
- Shuttle/Passenger Van/Limo ASK FOR QUOTE
- Horse Drawn Carriage/Hayride ASK FOR QUOTE
- Tents, White or Clear ASK FOR QUOTE