

TOPSAIL MANOR

RULES AND REGULATIONS

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all WEDDING PLANNERS and VENDORS who are involved in the planning and execution of a wedding on the premises of the Venue.

EVENT RULES:

- All wedding receptions/events must end by 10:00pm to comply with the City sound ordinances and in order to allow for clean-up and closure of the site by 11:00pm.
- CLIENT(S) will incur a \$100 per hour late check out fee if not checked out of the property by 11:00pm.
- Children under the age of 16 are not permitted to wander the grounds unsupervised by an adult.
- Venue is TOBACCO-FREE. There are designated smoking areas by the pool. The Venue has provided shell planters with sand for cigarette disposal.
- No violence of any kind is acceptable or permitted on the premises. If Venue is notified of such behavior, staff has the authority to close down the event and/or evict such guests from the premises.
- No weapons are allowed on the premises.
- No parking allowed on the grass, mulch, or along the street.
- No glass by the pool or on the beach.
- Only CLIENT(S) residing at the property are allowed to use the pool and hot tub. Any damages found to the pool due to negligence or wedding related items will result in a charge deducted from the security deposit and/or a charge to the card on file.
- Guests may only park in the designated parking spots at the Venue. For overflow parking, Venue recommends either parking in one of the two the public beach access lots down the street and/or carpooling.
- ALL damages should be reported IMMEDIATELY to prevent further damages that may incur. Any damage found that is due to negligence by CLIENT(S) and/or their guest(s) will be charged to the refundable security deposit and/or to the card on file.

DECORATIONS:

- All decorations must be removed without leaving damages. Be kind and leave the property as you found it.
- No tape, wire, screws, nails, or anything that would cause damage to walls and/or fixtures. If damage is caused, repair/replacement fees incurred will be deducted from refundable security deposit and/or charged to the card on file if security funds are insufficient.
- No furniture may be left outside overnight (chairs, arbors, dance floors, tents, etc.) on the property or on the beach.
- Placements of tables, tents, live music, catering equipment etc. must be approved by Venue management.
- No Fire or Candles with Flames allowed on premises.
- No live flower petals to be used indoors. No rice, glitter, or confetti allowed on the premises. For wedding and/or reception farewells, we recommend the use of bubbles, sparklers, or birdseed in lieu of any of the previously mentioned prohibited items.

- **ALL rented items must be broken down and placed in the upstairs rental item closet in the same condition they were received. Failure to do so may result in additional charges for breakdown/moving.**
- **Pool table MAY NOT be moved. There is a professional re-leveling fee of \$1,000 if this table is moved.**

ALCOHOL:

- Alcohol may not UNDER ANY CIRCUMSTANCE be served to minors.
- No illegal substances of any kind. NO EXCEPTIONS.
- At any time, if the Venue is notified of alcohol consumption to be excessive or alcohol has been served to minors, the property management staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.

AFTER HOURS CONTACT:

- For emergencies, please contact 911.
- For rental related issues after normal business hours, please contact our after hours rentals line at 910-367-8926.

I understand and agree to the Topsail Manor Venue Rules and Regulations set forth in this Contract. I further agree that I will be held responsible for any damages sustained by Topsail Manor, its partners and assigned, directly or indirectly resulting from this event. I understand that any violation of this Agreement may result in my security deposit being forfeited. I understand that if any damages exceed the \$1,000 security deposit that I will be responsible for those charges.

I agree to remove all items at the end of the event that I arranged for our event and that I will do so within my reservation time frame. If I fail to do so, I understand that I will be charged for the labor to remove items or a late checkout fee at the rate of \$100 per hour.

CLIENT(S): _____ **Event Date:** _____

Signature: _____

Printed Name: _____

Home Phone: _____ Cell Phone: _____

Home Address: _____

Email: _____

Agreed to by _____ *, on behalf of Topsail Manor.*