

# **TERMS & CONDITIONS FOR HOSTING AN EVENT**

Thank you for choosing Four Winds Villa for your celebration, we will do our very best to help make your day special and memorable. An event at the villa takes lots of planning and the abilities of all parties to communicate and work together. Four Winds Villa manager, Ms. Geraldine Roy, will work with all parties involved to ensure a successful event, however, it is also important to us to protect our home and our staff family. To that end we have instituted the following terms and conditions for hosting an event at the villa.

1. All costs related to the event are the responsibility of the renter/host.
2. There is a US$15.00 per person venue charge for each event guest, not including Resident villa guests.
3. The ideal number of guests for the venue will be 100 guests, however we will make every effort to accommodate slightly larger parties.
4. A damage deposit of USD$1000.00 will be required and is to be paid to and held by the agent until the property has been accessed after the event. A valid credit card may be used instead of cash.
5. To protect our staff and property and to ensure safety, we ask that any additional gathering for outside visitors be pre-approved by villa management. Any gathering held without prior arrangement will be reported to management and outside guests will be asked to leave.

1. Parking is a premium in the Old Fort Bay community so we ask that guest transports be limited or shuttle transportation be used.
2. Four Winds Villa staff are available for the comfort of our staying guest and the security of the villa, therefore will not be available to work at the event.

1. Our kitchen is not available to the catering service.
2. Our sanitary conveniences are limited to the two powder rooms in the villa. All bedrooms will be locked during event to protect staying guest privacy.
3. Guest towels/toilet paper for the powder rooms are the responsibility of the renter/host during the event.
4. No plans to cover the pool or hot tub will be approved.
5. No trimming or removal of plants, trees or shrubs will be allowed.
6. A guest list is to be submitted to the villa manager a month before the event, and updated one week before the event. For security reasons any guest not on the list will not be admitted to the event.
7. Additional security guards must be hired for the protection of the guests and also for the cars outside of the villa gates.
8. Renter/host must designate person(s) to welcome and direct event guests.
9. Four Winds Villa service items (plates, glasses, cutlery, kitchen utensils, platters, etc.), are not available for use at the event.
10. Four Winds Villa furniture items are not available for use at the event.

1. Any structures and/or decorations used at the event must be removed within 24 hours of the event. This time may be less if there are new rental guests arriving the day after the event.
2. A list of all tradesmen or service persons involved in the event should be provided to the villa manager two weeks before the event date.

1. The cost of any damages to the property or any missing items from the villa will be the renter’s/host responsibility, with payment made within a month after the event date.
2. All service personnel hired for the event are asked to limit their service to the event and not the interior of the villa.
3. Clean up after the event is the responsibility of the renter/host. Arrangements may be made for clean up to be done by Four Winds Villa for an additional fee. This does not include event decorations.
4. Old Fort Bay is a residential and vacation community. We ask that any music used for the event be terminated at 1:00 AM, and volume reduced after 12:00 AM, so that surrounding residents will not be adversely affected.
5. Four Winds Villa will not be responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. The Homeowners are not responsible for the loss of personal belongings or valuables of the guests. By signing this agreement, it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premises.

*By signing the above document you agree to abide to the above terms and conditions of hosting an event at Four Winds Villa.*

*Renter/Host Signature*

*Name Printed: Date:*

*Revised January 2017*