

PAROQUET SPRINGS CONFERENCE CENTRE POLICIES

Paroquet Springs Conference Centre is a **non-smoking facility**. The Centre offers on-site catering exclusively. No food or beverage may be brought into the facility unless prepared by our chef. No food or beverage is allowed to be taken off the Conference Centre premises due to liability insurance restrictions. Current prices listed in our catering menus are subject to change prior to confirmation. Upon completion of the confirmation agreement and receipt of customer deposit, there will be no change in pricing. Quotations for a specialty theme or custom menu choices are available. Menu selections and special dietary requests are to be made two weeks prior to the event date.

ROOM RENTAL: The Conference Centre reserves the right to make reasonable changes in meeting or banquet rooms to best accommodate the group, even though another space might have been originally assigned. The Conference Centre will do their best to notify the group of this change, time permitting.

EVENT PERIOD: The event period is the specified time and date listed in the confirmation agreement. Should your event extend beyond the time stated in your contract, you will be subject to an additional per hour charge.

GUARANTEE: A minimum attendance guarantee is required three days prior to your event and payment is due upon receipt of the guarantee. Guarantees for functions held on Monday and Tuesday must be received by the preceding Friday. The guarantee is not subject to reduction.

PRICING: An 21% service charge will be applied to all charges. Applicable sales tax will be charged on food, beverage, audio visual and equipment rentals.

TAX EXEMPT STATUS: If your group is tax exempt, the Conference Centre is required by the Commonwealth of Kentucky to have a copy of your exemption certificate on file.

CREDIT POLICY: All payments must be made prior to the event, unless prior credit approval has been given. Credit applications are available upon request.

DAMAGE POLICY: Any damage occurring to the property of Paroquet Springs Conference Centre will be charged to the client. The Centre is not responsible for any items left on premises that are lost, stolen or damaged.

DEPOSITS – SOCIAL FUNCTIONS: A \$500 non-refundable deposit for wedding receptions, reunions, and other social functions is due when the event is booked. The deposit will be deducted from the final invoice. Host bars also require a deposit three days prior to the event.

DEPOSITS – OTHER FUNCTIONS: When requested, a non-refundable deposit of 50% of the estimated cost of the function may be required upon signing of the confirmation agreement.

CANCELLATION POLICY: Once booked, all events will have a cancellation charge of: 50% of the estimated cost, if cancellation occurs within 120 – 31 days prior to the function; or 100% of the estimated cost, if cancellation occurs 30 days or less prior to the function.

STATEMENT OF LIABILITY POLICY: The Commission and its commissioners, employees, agents, officers and directors disclaim any and all liability for damages or losses sustained by any lessee as a result of fire, water, flood, windstorm, utility failures, rodents, acts of vandalism, insurrection, civil disorder, strikes, criminal acts, or theft. Lessee's wishing to insure their property must do so at their own expense. If unusual equipment is to be installed, or if appliances that may be subject to fire codes are to be used, or if the Lessee shall allow any article or equipment to be brought into the facility, or any act to be done on the Commission, which may cause such policy of insurance to be cancelled, the lessee will hold the Commission and its commissioners, employees, agents, officers and directors harmless against any and all claims.

LIABILITY INSURANCE: Liability insurance is only required for events or trade shows open to the public. Three days prior to the event, tenants must supply the Conference Centre with a Certificate of Insurance Coverage naming Paroquet Springs Conference Centre as "Additional Named Insured". The limits of the insurance should be:

\$1,000,000 in Bodily Liability
\$1,000,000 in Property Liability

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Liability coverage must be provided for the following items:

**Comprehensive
Premises-Operations
Contractual**

If a Certificate of Insurance is not received, the event will be cancelled.

LIQUOR LICENSE: The Conference Centre has a liquor license for convention or trade show activities. All arrangements for alcoholic beverages must be made through Paroquet Springs Conference Centre. Under no circumstance can alcoholic beverages be brought into or onto Centre premises.

BOX OFFICE USE: Paroquet Springs Conference Centre is equipped with a Box Office in the East Lobby of the Centre. Room rental charges apply for use of the ticket office and telephone services provided. Tickets will not go on sale until a signed contract, Certificate of Insurance, and all applicable deposits are received. A percentage of ticket sales may be required by Management. No group or individual may sell items on the premises without prior written approval of Centre Management.

SECURITY: If so desired, tenants may provide their own security within the portion of the Convention Centre rented. The Centre reserves the right to require security at events or functions open to the public. Paroquet Springs Conference Centre will not be responsible for any alleged loss of property whether or not a security company is retained. No door shall be chained.

PARKING: All parking is free of charge and designated handicapped parking is provided. Heavy equipment, i.e. semi trailers or storage trailers, will not be allowed in the parking area. Heavy equipment parking is subject to approval by Management. Parking is not allowed in the Conference Centre fire lane/loading door area.

PACKAGE RECEIVING: Should you need to drop off personal items for your event, they must be boxed and addressed to the attention of the Manager handling your function. The name and date of your function must be clearly marked on the box. Due to limited storage space, we request that shipments or items not arrive any earlier than two days prior to the event. All freight and exhibit materials must be moved in and out through overhead doors located in the Exhibit Hall. Usage of pedestrian's doors for this purpose is strictly prohibited. No vehicles, freight or other show materials shall be stored on Centre grounds or in the facility without prior written permission of Centre Management.

Paroquet Springs Conference Centre will not assume responsibility for the damage or loss of any merchandise or articles left unattended in the Centre prior to, during, or following a function.

PHOTOS: Paroquet Springs Conference Centre has the express right to take any photographs of your event for purposes of convention business promotion.

SIGNAGE: Decorations, signs, banners, etc. may not be taped, nailed, stapled or otherwise fastened to the ceiling, walls, doors, or painted surfaces of columns without prior written approval by Centre Management.

Paroquet Springs Conference Centre reserves the right to inspect and control all events. Any advertising prepared by the guest must have prior approval of Conference Centre Management.

I have read, fully understand and agree to all terms, conditions and policies stated above.

Lessee Signature

Date