



# River Pines Venue

2555 Farm Life School Road  
Carthage, NC 28327

Timothy and Julie McDonald  
[riverpinesvenue@gmail.com](mailto:riverpinesvenue@gmail.com)

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## Rental Contract

This agreement is made effective as of \_\_\_\_\_ by and between owners:

Timothy and Julie McDonald, and Client(s): \_\_\_\_\_

Client(s) will hold a special event on: \_\_\_\_\_

- Arrival date/time: \_\_\_\_\_
- Depart date/time: \_\_\_\_\_

### Client Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Terms

#### (1) VENUE RENTAL FEES:

- The Client agrees to pay a total of \$\_\_\_\_\_ for a \_\_\_\_\_ rental of the Venue.
- A rental deposit of 20% of the total rental cost (\$\_\_\_\_\_) is due at the time of contract signing. This amount holds the Venue for the event's specified date and will be applied to the total rental fee. The rental deposit is refundable up to 14 days prior to the event date.
- A refundable security deposit of \$\_\_\_\_\_ is due at the time of contract signing. This deposit will be returned within 14 days after the event pending there is no damage and all venue policies have been followed. Any damages that exceed the amount of the security deposit will be the responsibility of the person financially responsible for the event.
- The remaining rental fee of \$\_\_\_\_\_ is due no later than 14 days prior to the event (date: \_\_\_\_\_)
- Payments may be made via cash, check, or Venmo, or credit card (4% processing fee).
  - o Please deliver cash to Mr. Tim McDonald, 910-690-2418, 2555 Farm Life School Road, Carthage, NC 28327.

- Please make checks out to Muddy Oaks Management and mail or hand deliver to River Pines Venue, 2555 Farm Life School Road, Carthage, NC 28327.
- Venmo payments may be sent to Julie McDonald @RiverPines-2555.
- For credit card payments please fill out the credit card section at the end of this contract.

## (2) RULES AND REGULATIONS

- **Parking:** All vehicles associated in any way with the event must be parked within the designated parking areas. No vehicles shall be parked on any other lawn surfaces unless granted permission by the owners.
- **Decorations:** Decorations may not be hung with nails or screws. All decorations must be removed without causing damage directly following the departure of the last guest.
- **Music:** For evening events, all music must end by 10:00 PM on weekdays and by 11:00 PM on weekends in compliance with local sound ordinances.
- **Children:** All children under 16 years of age MUST be supervised at all times.
- **Barbecues/Grills:** Barbecues and grills are allowed. Fires are allowed only in designated fire pits and must be extinguished completely before leaving.
- **Clean-up & Trash:** The Venue must be completely cleaned up by the end of the agreed upon contract time. All garbage bags must be tied and left in the designated trash bag area.
- **Ending Times:** All clean-up must be completed, and guests must be off the property by the end of the agreed upon rental time. Evening events must end by 10:00 PM on weekdays and by 11:00 PM on weekends in accordance with local sound ordinances.

## (3) DATE CHANGES

- If the Client must change the date of the event, every effort will be made by the owners to transfer reservations to the new date. The client agrees that in the event of a date change, any expenses (including but not limited to deposits and fees that are non-refundable and non-transferable) are the sole responsibility of the Client.

## (4) CANCELLATIONS

- We understand that sometimes it is necessary to change or cancel a reservation. Events cancelled prior to 14 days of the event date will receive a full refund. Cancellations made within 2 weeks of the event date will receive a refund of 50% of the total event cost.

## (5) ALCOHOL/ILLEGAL SUBSTANCES

- All alcoholic beverages must be served by a Certified Licensed Bartender. Alcohol may not be served to minors. Illegal substances are not allowed on the premises at any time. Drunk and disorderly disturbances are prohibited and subject to immediate removal from the property with possible termination of event without refund. Wine and liquor are not permitted on site without proof of "Limited Special Occasion Permit" obtained by either the client or catering service providing the alcohol. Proof of permit required at least 14 days prior to the event.

## (6) INSURANCE AND LIABILITY

- Signature of rental contract functions as a WAIVER AND RELEASE OF LIABILITY for client and all guests who herein accept and agree to waive all rights, claims or causes of action associated with this event. Contract signature serves as a release and forever discharge of River Pines Venue (Muddy Oaks Management LLC), located at 2555 Farm Life School Road, Carthage, NC 28327, its employees, agents, officers, and representatives. River Pines Venue is not liable for any items or property left on site before or after the scheduled rental time.

\*FAILURE TO COMPLY WITH ALL VENUE POLOCIES WILL FORFEIT ALL DEPOSITS

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

### Credit Card Payments

Name on card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVC: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

\*An additional 4% processing fee is added to the total balance for all credit card transactions

Signature of Client financially responsible for all the above:

\_\_\_\_\_

Date: \_\_\_\_\_