

**CONTRACT ~ "ONE DAY EVENT"**

**DATE:** \_\_\_\_\_ **TYPE OF EVENT:** \_\_\_\_\_

**TIMEFRAME:** \_\_\_\_\_ **NUMBER OF GUESTS:** \_\_\_\_\_

**Usage is for one day only:** You must set up the same day as the event. If you wish to drop off supplies the day before, please clear this with us. Clean-up must be done the end of your day when our property is booked by another group the following day. Otherwise, it may be possible to finish cleaning the next day.

**Please indicate the area(s) you wish to use:**

- \_\_\_ A) The Rose Garden
- \_\_\_ B) The Lawn/Stage area
- \_\_\_ C) The Party Pad

All 3 areas are equipped with water and electrical outlets and two are night-lighted.

**A PROPERTY RENTAL FEE** of \$500. is required to hold a date on our calendar and is *non-refundable*, as we will immediately block your date and turn away others requesting the same date.

**YOUR USAGE FEE BALANCE** of \$5. per person is due in full the day of your event.

**A CLEANING/DAMAGE DEPOSIT** in the form of a \$500. Cashier's Check must be on file with us 14 days prior to your event. This check will be returned to you un-cashed if the property is left clean and without damage of any kind. However, cleaning expenses and the repair/replacement of damaged items will be deducted from this deposit.

**We have read the attached Rules and Conditions for Usage and agree to abide by them in their entirety.**

\_\_\_\_\_ responsible party #1

\_\_\_\_\_ responsible party #2

\_\_\_\_\_ mailing address

\_\_\_\_\_ mailing address

\_\_\_\_\_ telephone contact number(s)

\_\_\_\_\_ telephone contact number(s)

\_\_\_\_\_ Email contact(s)

\_\_\_\_\_ Email contact(s)

**Contract accepted by Jan Roth**

**Date signed by all parties**

\_\_\_\_\_

\_\_\_\_\_

## **RULES AND CONDITIONS FOR USAGE**

**(ALPHABETIZED)**

**ALCOHOL:** You may serve beer and wine to your guests on our property but not hard liquor. No exceptions. We forbid the service of alcohol to minors!

**ATTIRE:** We recommend you advise your guests to wear shoes suitable for a garden setting, and to bring a wrap in case of a cool evening.

**CAMPING:** Overnight tent and small (under 28') RV camping on Roth Lake is available for your guests, if arranged beforehand. The Overnight Camping Fee is \$15. per person.

**CANDLES:** If you plan to use candles in your table centerpieces, the flames must be covered in some way. Also, make certain any arrangements are heavy enough to withstand winds. Candles covered with hurricane shades, floating votives, and candles secured in a sand basin with an appropriate cover are acceptable.

**CATERERS:** Please discuss with us beforehand the caterer you will be using and his/her requirements. If you wish, we can refer you to excellent, reliable caterers.

A designated parking area is provided for caterers on a level pad behind our house, which is equipped with water and electric. PLEASE NOTE: We do not allow any vehicles or catering trucks in The Party Pad or into any Gardens.

Should a caterer wish, they may use our 16' BBQ Wagon. Although it is not obvious, beneath our BBQ is a massive concrete pad which supports the weight of the BBQ and insures it stays level. This BBQ cannot be moved, so please do not ask!

**CHILDREN:** There have been times we have had guests on the property whose children were not properly supervised. Children under the age of 18 are your complete responsibility. Please know where your children are at all times and make certain that they clearly understand The Rules. (They are not allowed near the Lake or Pond!) Please, no jumping off the stone walls!

**TO THE KIDS:** There is plenty to do here, so you won't be bored. With adult permission and supervision, you may use the trampoline, swings, horseshoe pit, and other sports equipment. You may NOT go near the Lake or Pond, unless your group is planning to swim and has posted a lifeguard on the beach. Make sure you walk and play in open areas like on lawns, patios, and in clearings. Do NOT go into tall grass or brush as there are snakes and other creatures living in there. That is their home, so please do not disturb them. Also, in these off-limit areas, you may come in contact with Poison Oak. For your safety and to keep dust down, no running please!

**PLEASE RESPECT NATURE!**

We would greatly appreciate it if you did not disturb plants, rocks or other natural gifts. (You MAY take all the pinecones you want!) Please do not nail anything to trees or hang any ropes, swings, or hammocks from tree limbs. Please do not walk or step in flower beds.

**CONTACT PERSON:** You must designate one individual as your Contact Person. This should be someone not heavily involved in setting up and overseeing the activities of the day, as they will be too busy to effectively communicate with Jan should problems/concerns/questions arise.

**GARBAGE DISPOSAL:** Garbage disposal is your responsibility. Immediately following your event, bag your trash and recyclables and take them with you. If you are planning to complete cleanup the next day, lock them in the Snak Shak overnight -- out of the reach of raccoons and bears. We require that, immediately prior to departing, your appointed Clean-Up Committee takes a few minutes to walk all the areas of the property that have been used and pick up any refuse that may have been dropped or blown around.

**GARDENS:** Our gardens have been designed to be enjoyed by all so please visit them, read, meditate, relax, nap, but resist picking the flowers so others may also enjoy them. Do not touch or disturb any sprinklers, and remember to close all gates behind you to keep the deer out!

**GUESTS:** Please keep in mind when inviting Guests to your event that you are inviting them to our home. We will expect them to conduct themselves in a mature, responsible, and respectful manner.

**HANDICAPPED ACCOMMODATIONS:** We provide level, designated parking, ramped walkways throughout the property, and suitable restroom facilities. Motorized and transport chairs can easily navigate the grounds. All areas of the property are handicapped accessible.

**INSURANCE:** We will need a copy of your Liability Insurance 30 days prior to your event. Liability insurance minimum is \$1,000,000. You can ask your personal insurance agent for this, or contact: [www.affinityinsuranceservices.com](http://www.affinityinsuranceservices.com) TEL 877-723-3933. (Request "one day special event" coverage, listing The Roth Estate and our address.)

**MUSIC:** Please let us know what your wishes are in this regard. Although we are situated on 13-acres, we are keenly aware that sound travels and do, therefore, make every attempt to be considerate of our neighbors' privacy. A guitarist is often used in The Rose Garden, and vocal/instrumental ensembles, a DJ or Band may perform on the Stage or in The Party Pad - all subject to earlier approval. Dance music is to end by 9:30 PM, per community ordinance, but you may continue to enjoy quiet background music until 10:00 PM.

The Musician's Stage in The Rose Garden has an electrical outlet.

The 10X14 Musicians' Stage at The Wedding Garden also has an electrical outlet.

In The Party Pad, the Musicians' designated area is in the corner of the 40' dance floor – electrical outlets are there, and the area is illuminated from above with 30" Japanese Lanterns.

NOTE: Musicians must bring all their own equipment; we cannot lend extension cords or anything else they may have forgotten.

**PARKING/SHUTTLING:** The driveway is paved and lengthy, thus visitors tend to fly down it. Kindly observe the 5mph signs at all times and watch carefully for children, and domestic and wild animals. We can park a total of 80 cars on this property. If you are expecting more than this number, we suggest you consider shuttling them from the Rood Center nearby. Organizations using our property for large fund-raising events do this very successfully.

You will need to appoint two Parking Attendants to direct guests to upper-level parking. They will need to be here one hour prior to the start of your event, as guests typically begin arriving that early; they may sit down when your event begins. Upper-level parking is available for Seniors and those with a Handicap Permit; most other guests will be required to park down at the Lake. NOTE: two men often work here during events parking cars at the Lake and assisting with the set-up and break-down of tables and chairs. They are very efficient workers who hire out for \$10./hour. Should you wish to employ their services, I can refer you.

Convenient upper-level Parking is also reserved for your caterer and staff, and for those with a Handicapped Permit; most other guests will be required to park down at the Lake

**PETS:** Sorry, absolutely no pets allowed.

**PHOTOS:** We reserve the right to use any photos we ourselves take of your event in our marketing.

**REFRIGERATOR/FREEZER SPACE:** There is a Chest Freezer onsite for your exclusive use, to allow you to bring in your ice the day before your event. Limited refrigerator space in the Snak-Shak can be made available to you for your flowers, but the refrigerator is too small for wine and food storage; please use ice chests for this, or bring your wines in already chilled the day of the event. Caterers are expected to make their own food/beverage accommodations.

**SIGNAGE:** You may post your group's sign or hang balloons at the front entrance on N. Bloomfield Road, but please do NOT attach anything to or cover up our business sign, and do not nail or screw anything to trees.

**SMOKING:** While discouraged, smoking is allowed on paved areas such as roadways and patios, where our small Sand Buckets are placed. You will be required, before you leave, to dispose of your litter by emptying these buckets into a garbage can and returning them to us.

**SNAK-SHAK:** The Snak-Shak is available for your use, as well as some of the equipment in it, including the coolers, ice chests, and baskets. We have 300 stainless steel knives/forks/spoons and you are welcome to use them with the understanding that they must be washed and returned to the Snak Shak within 3 days after your event. (There are no washing facilities onsite.)

PLEASE NOTE: The Snak-Shak is not set up to be used as a kitchen for meal preparation. You may, however, bring your supplies and store them in there one day before your event.

**SPA COMPOUND:** is off limits.

**SPEED LIMIT:** The speed limit on our estate is 5mph and is strictly enforced for the safety of our animals and your guests.

**TABLES AND CHAIRS:** We have twelve new 8' banquet tables and six round tables which, together, seat 132 people. You may use these or rent tables of your choosing. Our 50 old, white plastic chairs are suitable only for a very casual event, so you may want to rent chairs. Tables & chairs cannot be set up the day before (pine pitch and oak sap.) We do not allow tables on the Lawn.

**TELEPHONES:** Most cell phones will not work from here. In the case of emergency, please use the phone in The Stone Building.

**TOILETS:** We allow The Ladies to use the toilet in The Stone Building; The Gentlemen are to use the portable unit that you will need to rent and have delivered. We recommend you request a new, large, “handicap-access unit” in a quiet grey color. (Smaller units are mostly used on job sites, are on skids, come in garish colors, and are not always attractive, level, and stable.) We recommend: Quick Response at 273-7538. They deliver nice units here often, and can advise you.

**WATER:** We are on a well, and while the water is potable, most people do not care for the way it tastes. If you plan to use large coolers of water in which to mix beverages, you will need to bring them here already filled with water.

**WEATHER:** The weather is usually suitable for outside events from May 15 until October 15. (Most of our events are booked up to two years in advance.)

Please be advised that we have no indoor facilities. Should there be inclement weather on your reserved day, we will approve your last-minute rental of tents, canopies, or heaters, provided they are set up in The Party Pad and not on the Lawn.

~ OUR RESIDENCE ~

**the Chicken House, the Dog Kennel, the Golf (garden) Cart  
and all Out-Buildings are strictly Off Limits!  
Thank you for respecting our privacy.**

~ WE DO NOT ALLOW ~

Not permitted are piñatas or decorations such as sprinkles, glitter, or anything of a small and lightweight nature that can blow around the property. As we consider this a special and peaceful retreat, boom boxes, stereos, radios, and generators are not permitted.

~ YOU WILL NEED TO BRING YOUR OWN ~

Ice, 45-gallon plastic garbage bags (we provide 45-gallon garbage cans,) biodegradable soaps, paper towels, BBQ Briquettes & Lighter (if using the BBQ,) and cleaning rags and 409 spray for your cleanup. You may want to provide flashlights for your guests if they will be returning to their cars after dark. Please do not ask to borrow our supplies!

Note: When washing anything, please do so over the graveled areas and not on the dirt as it quickly turns to slippery clay.

~ BEFORE YOU LEAVE ~

Please have your members walk all areas of the property that you have used, including the parking areas, to collect all refuse. We greatly appreciate your assistance in keeping our property clean.



**Should any of the property usage rules be broken, *by anyone*,  
we reserve the right to immediately terminate the event.**

**WE HAVE A ZERO TOLERANCE DRUG POLICY !**