



Heston Farm Pavilion Rental Contract
11 AM to 11 PM

Reservation Date _____

Estimated Arrival Time _____ Departure Time _____

Extra Rentals or Packages Requested _____

Event Title for Marquee _____

Estimated Number of Guests _____

Contact Name (must be 18 years of age) _____

Address _____

Phone _____

Email _____

(Email is our preferred method for sending invoices and will only be used for issues related to your reservation.)

Alternate Contact _____

How did you hear about us? _____

Security Deposits are required with all contracts. The amount due is based on the day of the week you are requesting.

(Monday-Thursday \$50, Friday & Sunday \$100, Saturday & 2 or 3 Day Rentals \$200)

Security deposits will **NOT** be subtracted from the balance due. Properties will be inspected the morning after each rental and refunds will be sent via first class mail within two weeks.

Payments can be mailed to the address below at any time. 50% is due two months before the event and the remaining balance is due one week before. Invoices will be sent to your email address. WV sales tax is added to all rentals.

Cancellations made two months in advance will be refunded all payments. Cancellations made less than two months before the event will forfeit 50% of the basic rental price plus sales tax.

Alcohol is permitted with the stipulation that **all wine must be purchased from Heston Farm Winery.**

With any alcoholic beverage, food of substance must be provided. Only persons 21 and over are permitted to drink and must have a designated driver. Those drinking alcoholic beverages are liable to comply with the State of West Virginia's alcohol consumption laws. No alcohol is tolerated in areas other than the group's reserved pavilion area. Any violation of these terms will be grounds for expulsion and offenses will be handled by the necessary authority.

Contact must initial the following:

____ I have read the policies and will ensure that all guests abide by them, including caterers and other hired staff.

____ I agree to be financially responsible for the invoice, any damages, vandalism, or charges for insufficient cleaning.

Signature _____ Date _____

Make checks payable to **Heston Events** and mail to **84 Heston Lane, Fairmont WV 26554.**

Please remit within 1 week of your request. Failure to do so without approval may result in the loss of your date.

*Note: Heston Events has the right to revoke any contract upon the finding of any violation of policies. We are not responsible for accidents, loss, or damage to personal property; or the occurrence of any other unfortunate events that may transpire during your rental.