**SPECIAL EVENTS & WEDDING VENUE CONTRACT & Credit card authorization**

This Agreement is made effective as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by and between VR Management, Inc. (Mansión Hacienda Villa Bonita, Villa Bonita #3, Villa Playa) and

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Numbers; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Debit the Amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Balance Due\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Deposit $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Included in the balance due; yes\_\_\_\_ no\_\_\_\_

Partial Coordinator \_\_\_\_\_\_\_\_ Full Coordination \_\_\_\_\_\_\_\_

The Clients represent that they desire to hold a special event on

(date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the following location;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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With the arrival time at \_\_\_\_\_\_\_\_\_\_ on the date of\_\_\_\_\_\_\_\_\_\_\_\_\_\_ location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

and a check out time of \_\_\_\_\_\_\_\_\_\_on the date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_

With the arrival time at \_\_\_\_\_\_\_\_\_\_ on the date of\_\_\_\_\_\_\_\_\_\_\_\_\_\_ location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

and a check out time of \_\_\_\_\_\_\_\_\_\_on the date of \_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1) **VENUE RENTAL -- EVENT PACKAGES - PERSONALIZED EVENT FEE(S):**

(a) The Clients agree to pay an initial nonrefundable deposit of 50% of the total of all fees. In case of our wedding or event package or custom made events the amount of the deposit and payment term may be different. This payment serves to hold the venue and services for the specified date of event or wedding and is payable at the time of contract signature. A $200 for the green areas or a $400.00 for the pool area security deposit will be returnable to the client (s) up to one week after the event has been held once property has been inspected for any potential damage and after any deduction from non-authorized guests and from conducts against the property rules. In case of venue rental, the security deposit will also cover that the property will be cleaned and without decoration residues in the green areas or walls and that all furniture and equipment remain in original conditions and place.

b) **In case of wedding or event without assigned coordinator,** a partial coordinator charge will be added to your balance until you select an outside coordinator or you can choose our partial or full event coordinator at the moment of your contract signature. In case of an external coordinator, an attached document will be required to be completed by the chosen person to fill the suppliers list and related insurance. The chosen suppliers shall be approved by our office. We recommend contacting our office to share our usual suppliers. We can suggest suppliers with previous experience in our properties which are aware of the precautions and particularities in order to minimize property damages and facilitating the event coordination.

(c) The remaining agreed upon EVENT PACKAGE, PERSONALIZED EVENT OR VENUE RENTAL FEE will be due **30 days prior to the date of the event.**

(d) The initial payment can be done with: cash delivery, credit or debit card with Visa or MasterCard logo and PayPal**.**

**2) DATE CHANGES:**

In the event the Client (s) is forced to change the date of the event every effort will be made by VR Management, Inc.to transfer reservations and to support the new date. The Client(s) 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(s). The Client(s) further understands that last minute changes can impact the quality of the event and that VR Management, Inc. is not responsible for these compromises in quality.

**3) CANCELLATIONS:**

In the event of a cancellation of a special event or wedding, all payments made to date are non-refundable and all outstanding payments will be due immediately. The damage/security deposit will be refunded.

**4) ACCOMMODATIONS:**

The Client(s) agree that accommodations by VR Management, Inc. for the event or wedding party shall require a separate contract.

**5) RULES AND REGULATIONS:**

The following is a list of rules and regulations to be upheld by Client(s), which includes all EVENTS PLANNERS, WEDDING COORDINATORS, and VENDORS who are involved in the planning and execution of the special event on the premises of VR Management Inc.

(a) Parking: All vehicles associated in any way with the event or wedding must be parked within the assigned parking area. No vehicles shall be parked on any other lawn surface or on the Villa entrance (Villa Bonita 1 & 2 Circle). Temporary parking for up/down load in Villa Bonita Circle and any other property shall not exceed 15 minute per vehicle.

(b) Property Areas: The Client is responsible for the safety and security of their guest and their property, who release VR Management, Inc. and related properties owners from stolen or damaged property, or any claim or liability, or for bodily injury. Children must be accompanied by adults all the time in particular at the pool area or any other risk area.  Rules for the swimming pool and other areas must be followed at all times by Client(s) and their Guests. The only people that are permitted to swim or be inside the pool or Jacuzzi are the guests of the overnight stay unless previous permission is granted. Failure of your guests to comply with pool rules will forfeit your security deposit.  In case of contracted pool party events, the client is responsible for Life Guards and all safety measures for their guests.

c) Barbecues/Grills: Barbecues and grills are to be used only in their original place. Food suppliers, roast pork suppliers, BBQ, fryers and similar must be authorized and coordinated with our representatives. No fires are to be started directly on the grounds of the venue.

d) Event and Guests: Events shall be conducted and guests must remain only in the reserved areas. No visitors allowed inside the Villas. **The Client shall provide their guest list** **15 days before the event date**. $150 per person will be charged for each guest not registered in advance. Non authorized guests charge shall be paid before the beginning of the event, failure to comply will forfeit your security deposit and the event may be cancelled without any refund.

e) Candles: All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass.

f) Music: All music must end by 11 PM during weekdays and 12 PM on weekends.

g) Children: All children under the age of 16 MUST be supervised at all times!

(I) LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES: Unless the event include the accommodations in the whole villa, the Bar closes 1 hour before the music has ended, all alcoholic beverages will be removed and placed in a secure location for removal from the premise.  Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premise. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund.

**6) NIGHT EVENT ENDING TIMES:**

All events must end by 12 PM on Friday and Saturday evenings, 11 PM on Sunday to Thursday evenings in order to allow for cleanup and closure of the site by midnight or 1 AM on weekends.

**7) DECORATIONS:**

Decorations may not be hung with tape, wire, nails or screws inside the Villa, Gazebos, Tents or any area which will damage the venue. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Client(s) and the venue. Any decorations done that are not through VR Management Inc. must be approved by the owners and must be removed at the end of the event, for night events by 12 midnight Sunday—Thursdays or by 1 AM on weekends.

Note: The use of birdseed and blowing bubble is permitted only outside for wedding and reception farewells and should be removed as well. Rice, confetti, plastic flower petals, balloons, glitter, pyrotechnics, and sparklers are not permitted inside or outside the facility. Professional fireworks must be coordinated and approved with our representatives.

**8) EVENTS NOT COORDINATED BY VR MANAGEMENT, INC. - PROPERTY & EQUIPMENT**

1. In case of events organized by the client or client, the equipment must be removed at the end of the event. The property does not have a secure storage area to protect the equipment or belongings not removed at the end of the event, or delivered before the agreed time and date therefore VR Management Inc. will not be responsible for any eventuality. Since the contracted area requires to be set for other client events any property or equipment delivered before the agreed time and date or removed after the agreed time and date will have a charge of half the cost of the rent of the specific area or $400, whichever is greater. If the following event is jeopardize, the client will be responsible for the total cost of the aggrieved event including any claim by the affected clients.
2. **INSURANCE:** Client(s), through Event Planner or Caterer shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than $1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name; VR Management Inc. and NRC, Inc., as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.
3. **Parking – For events without full villa accommodation or without any of our event packages a $150 fee will be charge for parking and vehicle management.**

**9) PHOTOGRAPHY:** This venue uses live, video and still photography to assist with promotion of the venue. All photos taken at Mansion Hacienda Villa Bonita, Villa Bonita #3 and Villa Playa by your Photographer will also be the property of the estate and will be used for promotional purposes. **NO** boudoir or nude photography is permitted anywhere at the estate.

**10) E-MAIL CONTRACT AGREEMENT:**  You are accepting all contract conditions upon telephone or e-mail reservations. In this case you will have 24 hours from the e-mail confirmation date and time to cancel. Nevertheless you must notify your decision as soon as possible to avoid the credit card fee that will be charged usually at the end of the day after all credit card transaction transmission. After that period but under the 24 hours for contract review you will receive full refund less 5% credit card fee.

**11 JURISDICTION:** Any contract dispute or claim jurisdiction will be only under any competent court of the Puerto Rico Commonwealth. Any other intermediary outside of the PR court system such as Booking Agencies, Credit Card Companies, Travel Agencies, etc. will not have jurisdiction over any dispute regarding this contract.

**SIGNATURES:**

Party providing services:

Name of Event Planner-Wedding Coordinator

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate of Insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party receiving services:

Wedding couple, Client(s) or agent of couple: Financially responsible for all the above.

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

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

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

VR MANAGEMENT, INC.:

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