

**Hermitage Hills Estate
Montgomery, Michigan**
Owned and Operated by Nick and Marisa Postula
517 279 9551

RENTAL FEE PLANNING WORKSHEET AND TIMELINE

Event (couple's names):

Event Date:

Dates reserved at Hermitage Hills Estate:

Hermitage Hills Estate Destination Wedding Venue:

- including two or three nights: up to 30 overnight guests in the house and/ or camping on the grounds
- and Wedding/ Reception: Two nights: \$5,800.00
Up to a 300 person wedding Three nights: \$7,300.00 \$ _____

Additional nights available at \$1,500 per night: up to 30 people in the house and/ or camping on the grounds (in addition to the three nights already included in the wedding package) \$ _____

Additional overnight guests on the grounds in RVs/ tents: \$ _____
_____ x \$35 per person/ per night
(30 indoor/ outdoor overnight guests are already included in the wedding package for three nights. Please note, these additional overnight guests are camping/ RVs only. The indoor overnight guest maximum is 30.)

Please note the following fee guideline:

The fee is based on the number provided by the bride and groom when the balance is due 30 days prior to check-in or the actual number at the event, *whichever is greater*.

Subtotal \$ _____

-\$1,500.00 non-refundable event retainer paid to hold the dates

Total Balance Due \$ _____

To hold the dates, there is a \$1,500.00 non-refundable event retainer that is applied to the balance due. There is also a refundable \$1,000.00 security deposit and a required \$1 million dollar insurance rider for events, paid by the bride and groom. See the event contract for more information.

Timeline:

To hold the dates, there is a \$1,500.00 non-refundable event retainer that is applied to the balance due along with the signed Hermitage Hills Estate Event Contract. Send the documents to: Marisa Postula, P.O. Box 77, Coldwater, Michigan 49036

30 days prior to check-in, send the following documents to: Marisa Postula, P.O. Box 77, Coldwater, Michigan 49036

- A) \$1 million dollar insurance rider, example: www.wedsafe.com
- B) Completed and signed Rental Fee Price Worksheet and Timeline
- C) Ceremony start time and table/chair layout.
- D) Balance paid

15 days prior to check-in, send the following document to: Marisa Postula, P.O. Box 77, Coldwater, Michigan 49036

- A) 1,000.00 refundable security deposit (check/ money order) and the security deposit form signed

We, the undersigned, agree to the rental fee planning worksheet and timeline terms and conditions as listed above.

Signed: _____

Date: _____

Signed: _____

Date: _____

Hermitage Hills Estate
Owned and Operated by Nick and Marisa Postula
8273 Wildwood Rd.
Montgomery, Michigan
517-279-9551

Event Contract

Reservations require this rental agreement to be signed and dated; accompanied by a **non-refundable** event retainer for \$1,500.00 which is applied to your balance.

The balance for all rental contracts is due **30 days** before your event date along with ceremony start time and table/chair layout. For rentals arranged less than 30 days in advance of event date, full payment is due with completed contract.

Make checks payable to Marisa Postula. **Send checks by mail to: Marisa Postula, P.O. Box 77, Coldwater, MI 49036.**

Overnight camping guest counts are based on the numbers provided by the bride and groom when the balance is due 30 days prior to check-in or the actual number at the event, whichever is greater.

RENTAL FEE: See Price Worksheet and Timeline

Event (couple's names): _____

Event Date: _____

Ceremony start time: _____

Dates reserved at Hermitage Hills Estate: _____

TERMS AND CONDITIONS

• **USE OF PREMISES AND ESTATE GROUNDS**

- Facility and grounds are only to be used for stated purpose(s). The Pavilion including the grounds is for your use.
- **Set up time commences after 4:00 p.m. check-in the first night's stay. Breakdown must end before the check-out time of 11:00 a.m. the day of check-out. If we do not have guests renting the estate the day before you check in, set up may begin earlier at the discretion of the venue owners.**
- **All persons and personal property must be gone from the property before 11:00 a.m. the day of check-out. Any items left will become property of Hermitage Hills Estate.**
- Candles must be enclosed and in holders that prevent wax from dripping on surfaces.

- Children must always be supervised.
- Barbecue grilling is permitted only in the designated areas.
- Event tents are not permitted.
- Friendly animals are welcome with prior approval only. We require you to tell us about your pets when your balance is due 30 days before your event. We require that the pet(s) you bring to Hermitage Hills be counted as part of the total guest count as you book your reservation. Lastly, pets CANNOT be left alone inside the house, especially locked inside a room. Bring a crate for your pet or chain him outside. There is no fenced area. We have loaner crates available. Discuss this with us ahead of time.
- Shoes must be worn outdoors by all guests at all times.
- Paint of any kind and hot glue are not allowed on the property.
- Decorations must not mar the surfaces.

2. USE OF HOUSE

- We ask that you treat our space as if it were your own. We will launder towels and sheets, but we ask that you leave the space as you found it. This is our beloved home, and we've worked incredibly hard to make it warm, clean, and comfortable. We expect everyone who stays here to treat the house with respect.
- Bag all trash. Put trash in the brown dumpster south of the Pavilion along the sandy path before check-out. Put burnable items in or near burn barrels located around the premise. Michigan cans/ bottles returnables can be put in the blue recyclable trash cans in garage and Pavilion.
- **No smoking inside the House or on the balconies.** Smoking by the bonfire pit in the backyard, and in the Pavilion is acceptable.
- **House use is for overnight guests who the renters have designated ahead of time and paid for in advance.** The House kitchen can be used by caterer(s). Also, daytime guests who are older and/ or have limited mobility are welcome to use the House bathrooms. The House shall not a hang-out space for daytime guests nor shall it serve as the bathroom facilities for daytime guests.
- **Wedding guests as well as overnight guests who camp on the grounds will use the two bathrooms in the Little Pole Barn.** These bathrooms both have showers, flush toilets, and sinks. These guests can also use the mini kitchen in the Little Pole Barn with a mini fridge, microwave, Keurig K-cup machine, and a laundry tub sink.
- **No smoking inside the Little Pole Barn.**

3. CHECK-OUT PROCEDURE

A. Check out time is 11:00 a.m. Please honor this time and plan accordingly. Oftentimes, we have guests checking in at 4:00 p.m. the same day. Check with us at your earliest convenience if you'd like to stay a bit more, and we'll let you know if we have more guests coming that day or not. Thank you for your consideration in this matter.

B. We will launder towels and sheets, but we ask that you leave the space as you found it.

1. Take all towels, tablecloths and dishcloths to the laundry room.
2. Please load and run the dishwasher as needed. Dishwasher soap is provided and under the kitchen sink.
3. Feel free to leave any unwanted food in the refrigerator. We regularly donate to local non-profit agencies: groceries go to Lifeline Food Pantry in Camden, Mich. and prepared/ catered food goes to Salvation Army in Hillsdale, Mich.
4. We take floral decorations and bouquets left behind to our local elderly shut-in friends to enjoy. (Thank you for paying it forward!)

C. Trash and recycling are separated into three categories here in the country:

1. Michigan cans/bottles (returnables) can be put in the blue recycling cans in the garage and Pavilion.
2. Burnable items go beside the trash in the garage or in the dumpster.
3. All other non-burnable trash from the house goes in the garbage cans inside the garage so outdoor critters don't get into the trash. Feel free to also use brown dumpster located south of the Pavilion by the sandy path.

Close the garage door, leave the key and garage door opener on the kitchen fireplace mantel, and exit through the front door leaving it closed and locked.

Please text Nick at 517-279-9551 upon your departure.

4. HOUSE AND ESTATE GROUNDS RULES

- Board Games/ Lawn Games/ Billiard Table/ Books/ Toys/ Life jackets: These are provided for your use and enjoyment. Make sure any items used are returned to their proper places for the next guests.
- Fireplaces: Open the flue before starting the fire. Close the flue after use. Do not leave the fireplace unattended. Do not leave burning or smoldering logs or embers unsupervised inside the house.
- Security: I have outside cameras at the home. They are for security only.

5. SET-UP AND BREAKDOWN

- Hermitage Hills Estate will handle the set up and removal of all tables and chairs that have been provided by Hermitage Hills Estate. Reception tables and chairs will be set up in the morning of the event. Ceremony chairs are placed outside at the discretion of Hermitage Hills Estate and weather permitting. All other rented equipment and decorations must be removed before the check-out time of 11:00 a.m. on the day of check-out. **ANY ITEMS LEFT ON THE PREMISES WILL BECOME PROPERTY OF HERMITAGE HILLS ESTATE WHETHER OWNED BY THE RENTING PARTY OR AN OUTSIDE VENDOR.**
- Hermitage Hills Estate provides the tables and chairs for the ceremony and reception. It is at the discretion of Hermitage Hills Estate whether or not to put the ceremony chairs outside. If the weather is unfavorable or rain is in the forecast for later in the day, ceremony chairs will not be placed outside.
- Hermitage Hills Estate provides 40-gallon outdoor trash cans and trash bags in the garage and in the Pavilion.
- If signs were placed in the area, they must be removed by the renting party.
- Any decorations thrown on the ground (by a flower girl, etc.) in the outdoor ceremony area must be biodegradable (i.e. no fake flower petals).
- Notify Hermitage Hills Estate of any damages that have occurred during the event and/ or the duration of your stay. In the event an item is missing or something is broken, the repair cost/ replacement cost will be calculated and deducted from your refundable security deposit. If the amount is more than the paid security deposit, you will receive an invoice. This invoice will be sent to the renting party and to be paid no more than 30 days after receiving said invoice. It is the renting party's responsibility to make sure all items supplied by Hermitage Hills Estate are returned; including but not limited to tables, chairs, extension cords, bottle openers, scissors, etc.

6. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Renter agrees to indemnify and hold Nicholas and Marisa Postula, Hermitage Hills Estate, and Camden Township, its officers and agents, harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, property of chattels, on or about Hermitage Hills Estate, or to the property itself resulting from any act done, or omission by or through the Renter, its agents, contractors, employees, invitees, or any person on the premises of the Hermitage Hills Estate by reason of Renter's use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to pay all costs and attorney fees incurred by the Hermitage Hills Estate owners and representatives in defending any such claim or action brought against the owner and representatives.

By signing this contract, the renting party acknowledges and agrees to abide by all rules including the responsibility of sharing these rules with other vendors and family members. Failure to do so may result in additional fines at the discretion of the owners of Hermitage Hills Estate.

7. PERSONAL AND ABANDONED PROPERTY

Hermitage Hills Estate and its representatives assume no responsibility for any property placed in the facility or on the premises or any property that is left on the premises after the 11:00 a.m. check-out time on the check-out date.

8. CANCELLATION POLICY

- A non-refundable \$1500.00 event retainer is required at the time of booking.
- This event deposit will be refunded if a cancellation occurs 30 days prior only if a comparable event is re-booked for the same date.
- The balance is due 30 days prior to the event.
- Hermitage Hills Estate may cancel rentals due to emergency conditions or events beyond the control of Hermitage Hills Estate. In case of cancellation initiated by the Hermitage Hills Estate, all rental and deposit monies will be refunded.

9. INSURANCE

Renter must provide a Certificate of Liability Insurance **30 days prior to the event** whether alcohol is being served or not. **This insurance certificate must explicitly state the following conditions:**

- A. \$1,000,000 Bodily Injury and Property Damage Liability Limits;
- B. \$1,000,000 Host Liquor Liability must be specifically included in the above coverage;
- C. "Hermitage Hills Estate" AND "Nicholas and Marisa Postula" AND "its owners, officers, agents, and employees" must be named as **additional insured** (box in lower left corner) for any claim or claims resulting from or growing out of the Renter or event.

Failure to provide evidence of this insurance to Hermitage Hills Estate coordinator, 30 days prior to your event, can cause immediate cancellation of your event. Cancellations resulting from failure of renter to provide Hermitage Hills Estate with a proper and timely certificate of liability insurance will be treated as a renter caused cancellation occurring less than 30 days prior to the event.

10. ALCOHOL

Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21. Renter agrees to refuse to allow alcohol to be served to, or consumed by, any person who is visibly intoxicated or under 21 years of age. Renter shall monitor all service, if any, of alcohol and specifically acknowledges that Renter is solely liable for the consumption of any alcohol by any person on the Premises and that such liability shall extend to any aspect regarding the consumption of alcohol.

Hermitage Hills Estate may ask guests for identification to verify age and reserves the right to ask to the entire party to leave if:

- (1) a minor is consuming alcohol
- (2) an adult is providing alcohol to a minor
- (3) a guest or guests appears intoxicated and refuses to leave the premises.

Renter shall indemnify and hold Hermitage Hills Estate harmless from all liability for improper use of alcohol.

11. DISPLAY RIGHTS

Hermitage Hills Estate reserves the right to use images from your event for promotion, display, advertising, internet and publication. Specific images will be discussed prior to display upon request.

12. PROFESSIONAL IMAGES

Client will give us access to professional photos from the event. Client will ask photographer to send Hermitage Hills Estate a link to download images OR client will send link directly to Hermitage Hills Estate.

13. CREDIT AND SOCIAL MEDIA POSTS

When posting an image from your event, please credit us as Venue. Here are our credits:
Instagram: @hermitagehillsestate Facebook: facebook.com/hermitagehillsestate

14. HERMITAGE HILLS ESTATE RIGHTS

Hermitage Hills Estate has a no-tolerance bullying policy. Everyone on the Hermitage Hills Estate team will be treated with respect by our clients at all times, before, during, and after your event.

15. CONTRACTUAL RESPONSIBILITY

By signing this agreement, the client agrees to all information stated above and to full responsibility for agreed upon service fees. Payments will be made on time and any changes will be mutually agreed upon within 14 days of event. Client also agrees that Hermitage Hills Estate is to have direct contact with client at any time necessary. Maintaining communication between both parties must be available at all times during the planning process. Our priority is to make this planning process as enjoyable for you as possible. We are beyond thrilled to work with you!

Agreement by Signature

Signature indicates the Renter agrees to all terms and conditions stated herein. BOTH Renters' signatures are needed.

X _____ / _____
Sign Above Date

X _____ / _____
Sign Above Date

Print Name: _____

Address: _____

Phone: _____

E-mail: _____

Print Name: _____

Address: _____

Phone: _____

E-mail: _____

Hermitage Hills Estate

Vendor Recommendations

These are people we know and love. They've been here before and we highly recommend them! Our bridal couples are free to choose their own vendors.

Catering

Hog Roast: brightswine.com Full service or DIY with video tutorial. 1-866-EAT-PORK

Pizza: Reading Pizza Barn. They deliver! pioneerpizzabarn.com Closed Sundays.

JT's Billiard Bar & Grill jtsbilliardbar.com They also deliver (517) 227-5877

Wedding cakes Designed by Daddy designedbydaddy.net

Photography

Brumwell Town Photography: brumwelltownphoto.com

L & T Wedding Photography: ltweddingphotography.com Brianne Coe knows the house and grounds thoroughly. Many of her photos are featured in our Airbnb/ VRBO listings.

Hair, Makeup, and Massage Therapy

Pure Envee Day Spa: pureenveespa.com or 517-781-6600 in downtown Coldwater, Mich. Ask for Valorie Johnson.

Party Rental and Decorating Services

A Grand Occasion: linens, wedding décor in Coldwater, Mich. grandoccasion.net

Wedding Officiant

The Rev. Dn. Jenny Ritter, Deacon, from St. Paul's Episcopal Church, Brighton, Mich. 810-588-3329. Jenny is Marisa's cousin.

Professional DJ Service

High Altitude Entertainment: Ron Hyde, General Manager. 734-260-2761 Affordable prices with over 50,000 hits ready to play.

Florist

Tilted Tulip Florist: tiltedtulip.com, Coldwater, Mich.

Hermitage Hills Estate
Owned and Operated by Nick and Marisa Postula
8273 Wildwood Rd.
Montgomery, Michigan
517-279-9551

Refundable Security Deposit Form

Hermitage Hills Estate requires a **\$1,000.00** security deposit to be paid **two weeks prior to the event date**. The security deposit may be paid in the form of check.

Make checks payable to Marisa Postula and send to P.O. Box 77, Coldwater, Michigan 49036. This signed and completed refundable security deposit form must accompany your check.

The deposit will be returned to the renting party 30 days after the event. In the event an item is missing or something is broken, the repair cost/ replacement cost will be calculated and the remaining amount of the security deposit will be returned to the renting party along with an invoice of the damaged/ missing item.

If the renting party has additional guests which are greater than the prior guest count, Hermitage Hills Estate will use this money first to defray those additional costs.

It is the renting party's responsibility to report any and all damages immediately to the owner/ operator, Nick and Marisa Postula 517-279-9551. If the damages are greater than \$1,000.00, an invoice will be sent to the renting party and to be paid no more than 30 days after receiving said invoice.

It is also the renting party's responsibility to make sure all items supplied by Hermitage Hills Estate are returned to them including but not limited to tables, chairs, extension cords, bottle openers, scissors, etc.

As the renting party, you are responsible for the actions of your guests. Make sure they know the house and grounds rules as outlined in the event contract.

Agreement by Signature

Signature indicates the Renter agrees to all terms and conditions stated herein.

X _____
Renter's Signature

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Dates renting Hermitage Hills Estate: _____