

# The Corry House

6641 Union Point Highway • Union Point, Georgia 30669  
(706) 296-1765 • info@thecorryhouse.com

Thank you for your interest in The Corry House for your special event. We are pleased to offer this distinctive historic home and grounds as the perfect location for your banquet, wedding, reception, or corporate event.

A completed contract and the \$500.00 deposit are due within **fourteen** days of the receipt of this contract. A completed contract and deposit are required to hold your reservation for the specified date. The deposit is refundable if the rules and regulations are followed and pending damage inspection. A violation/infringement of the rules and regulations may result in the forfeiture of all or part of your deposit. A cancellation of the event prior to one year or more before the date will result in a full refund of your deposit. A cancellation of the event within a year or less of the date will result in a loss of the full amount of the deposit. A cancellation three months or less of the date will result in a loss of the deposit and rental fee. To cancel an event, we require a written confirmation from the renter.

Half of the rental fee is due **three months** prior to your event. The rental fee in its entirety is due at least **one month** prior to your event. If final payment is not made **one month** prior to your reserved event date, your event will be cancelled and you will forfeit both your deposit and your balance paid. The rental fee is a separate charge, and it varies in accordance with the enclosed list of rates. A charge for returned checks will be imposed as specified.

## Contact Information:

Renters name(s): \_\_\_\_\_

Contact Person (if different than renter): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s): \_\_\_\_\_, \_\_\_\_\_

E-mail(s): \_\_\_\_\_, \_\_\_\_\_

## Rental Information:

Premise to be used for: \_\_\_\_\_ Approximate number of guests: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_, 20\_\_\_\_ Time of event: \_\_\_\_\_

Friday  Saturday  Weekend Rental  Sunday  Other

Ceremony location: \_\_\_\_\_ Reception location: \_\_\_\_\_

Check-in time: \_\_\_\_\_ Check-out time: \_\_\_\_\_ Person responsible for check-out: \_\_\_\_\_

Person to receive deposit refund: \_\_\_\_\_

Address to send deposit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you hear about The Corry House? \_\_\_\_\_

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## ***Rental Information***

Rental of The Corry House includes exclusive use of the main house and its furniture, porch, carriage house, front and back lawns, barn, gazebo, and unlimited parking. We also have tables and chairs for 150 people available for your use. Inside, The Corry House can accommodate approximately 25-30 people seated and 50-60 people mingling. The barn will hold approximately 200 people for your ceremony or reception. The Corry House grounds can accommodate unlimited individuals to share in your special event! The Friday and Saturday rental of The Corry House also includes the use of our seven bedrooms and barn loft (sleeps approximately 20 people) for your family and/or bridal party.

For wedding ceremony rentals, the rehearsal is held within the week prior to the wedding ceremony at The Corry House. Please contact The Corry House staff if you need to make alternate arrangements.

## **Checking In:**

The Corry House will be open at 8:00am. If you would like access to The Corry House the day before your event, you will need to reserve The Corry House for the weekend. Please contact The Corry House staff if you have questions/concerns about your check in.

## **Checking Out:**

For single day rentals you may not stay past 12:00am. A \$150.00 an hour fee will be imposed if you exceed the checkout time without prior approval. The Friday and Saturday rental allows you to stay until 10:00am Sunday morning.

## **Set-Up:**

Your rental includes tables and chairs for 150 guests. We do not provide linens. The Corry House will set up and break down tables and chairs belonging to The Corry House. The renter is responsible for the setup and takedown of rented tables and chairs and any décor.

## **Clean-up:**

It is your responsibility to ensure that your vendors leave the house and the property as it was found. Additionally, please ensure any additional tables and chairs are folded and pickup arrangements have been made with the rental company. A flat rate cleaning fee will be levied as specified in the payment policy section.

## ***Payment Policy***

Payments should be made in the form of cash or personal check. Checks should be made payable to The Corry House and mailed to 6641 Union Point Highway; Union Point, GA 30669. Cash should be hand-delivered. *A \$30.00 fee will be charged for all returned checks.*

## **Deposit:**

A completed contract with the initialed pages of the rules and regulations and the \$500.00 deposit are due within fourteen days of the receipt of this contract. A completed contract and deposit are required to hold your reservation for the specified date. Rental contracts accepted by The Corry House will be placed in your file. The deposit will be deposited within ten business days after the receipt of the deposit. Checks will not be held in your file.

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The deposit does not count towards your rental fee. It is refundable if the rules and regulation and the cleanup checklist are followed. A violation or infringement of the rules and regulations listed herein may result in the forfeiture of all or part of your deposit. The Corry House reserves the right to hold your deposit as damage and cleaning security until at least the first business day after your event. After the house has been checked, your refund check will be mailed within **three weeks**.

A cancellation of the event prior to one year before the date will result in a full refund of your deposit. A cancellation of the event within one year of the date will result in a loss of the full amount of the deposit. To cancel an event, we require written confirmation from the renter.

## **Rental Fees:**

Half of the rental fee is due **three months** prior to your event. The rental fee in its entirety is due at least **one month** prior to your event. If payment is not made **one month** prior to your reserved event date, your event will be cancelled and you will forfeit your deposit. The rental fee is a separate charge, and it varies in accordance with the rates listed below. Please note, prices are subject to change without notice and will be confirmed with your signed and returned contract.

### **Weekday Rentals**

Monday through Thursday \$1500.00

*The Saturday rate applies to weekday rentals booked on national holidays*

### **Weekend Rentals**

Friday \$2750.00

Saturday \$3500.00

Weekend Rental (Friday through Sunday) \$5000.00

Sunday \$2750.00

*We offer a \$250.00 discount for local brides and grooms from Greene, Morgan, Oglethorpe, Putnam, Taliaferro, and Wilkes County for weekend rentals*

## **Cleaning Fees:**

The cleaning fee is a flat rate fee of \$200.00 for daily rentals and \$300.00 for overnight/weekend rentals. I have reviewed the payment policy and schedule and I agree to the fees described therein.

\_\_\_\_\_ Initial

## **Rules and Regulations**

Any violations or infringements of these rules and regulations listed herein may result in the forfeiture of all or part of your deposit. Please read the following carefully and initial where indicated. If you have any questions, please call The Corry House at 706-296-1765.

## **The House and Grounds**

The Corry House reserves the right to eject any objectionable person from the premises. No illegal drugs are allowed anywhere on the premises. No fires may be built in any fireplace nor may they be built anywhere on the property with the exception of the fire pit located beside the carriage house. Additionally, the use of fireworks or Chinese lanterns is not allowed on The Corry House property.

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Absolutely no smoking is permitted inside the house, carriage house, or the barn. Smoking inside is an automatic forfeiture of your deposit.

Confetti and rice may not be thrown outside nor may they be brought inside the house or barn. Sparklers may only be used outside and should not be lit inside or on the porch. Rose petals may be thrown inside, but must be cleaned up prior to departure.

Everyone must refrain from driving on the grass other than in the designated parking area or via the designated vendor path to the barn. Vehicles must be parked in the parking area or vendor parking two hours prior to the event.

Please follow the pet policy outlined in the FAQ's. Dogs are welcome but are not allowed inside The Corry House, the carriage house, or the barn. You are welcome to use the dog pen.

\_\_\_\_\_ Initial

## **The Barn**

The drink troughs located in the barn and the Carriage House are **not** moveable! We can provide covers for the troughs in the barn if you do not want to use them for drinks. Receptions in the barn must end at midnight. You are welcome to continue your party outside, at the fire pit, or the carriage house. Outdoor heaters are available for a \$100 surcharge if you choose to use them.

\_\_\_\_\_ Initial

## **Furniture**

Furniture, equipment, and items belonging to The Corry House are for use inside the house and may not be removed from the house. Please do not rearrange or remove any furniture yourself. Only staff from The Corry House may rearrange or remove furniture. If the dining room table is used, it must be covered in linens provided by the renter. In the event of damage to the home or furnishings, the renter will be responsible for repair or replacement.

Flowers and candles may be displayed on surfaces inside the house with permission and supervision from The Corry House staff. Flowers must have condensations liners underneath them and candles must have appropriate wax catchers.

\_\_\_\_\_ Initial

## **Vendors**

The Corry House does not require you to use particular vendors for your event; renters may use any caterer, rental company, florist, entertainment, etc. It is the responsibility of the renter to provide a copy of the contract with these hired vendors to ensure they are familiar with the rules and regulations. If damage is caused or rules and regulations are violated, the renter will be responsible, and charges will be deducted from the renter's deposit. If desired, we can provide a list of recommended vendors.

To preserve the aesthetics of the grounds surrounding the barn, vendors are not allowed to drive up to the front of the barn to load and unload. Vendors may access the barn by driving through the parking area and following the gravel road to the barn. This is for loading and unloading only. All vehicles must be parked in the designated parking area.

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## **Caterers**

Caterers are responsible for supplying necessary equipment (dishes, serving utensils, paper towels, ziplock bags, aluminum foil, garbage bags, etc.) There are limited supplies inside at The Corry House and we will be unlikely to provide missing equipment. Caterers are also responsible for cleaning up after themselves and the guests. This includes but is not limited to: washing dishes, properly disposing of food, taking out the trash, etc. Under no circumstances, should any food be emptied into the sink.

The Corry House does not provide food or drinks and is therefore not responsible for any food or drink related illness that occurs from consumption of these said items during the event.

\_\_\_\_\_ Initial

## **Alcohol**

The Corry House does not sell, handle, or serve alcoholic beverages. Alcohol may be supplied by the renter and served on the grounds by a designated bar tender. If you plan on serving liquor, a security guard must be present for the duration of the reception. The Corry House reserves the right to close the bar(s) and/or serving of alcohol if it appears necessary to protect the facility and the safety of the individuals. Your bartender(s) must adhere to the law when serving alcoholic beverages. The bar(s) must close ½ an hour before your event ends. All kegs must remain outside.

An alcohol authorization and indemnification agreement must be signed in advance.

\_\_\_\_\_ Initial

## **Music**

Music and dancing are allowed inside The Corry House and on its property. Instruments, deejays, and bands are also welcome inside and outside at The Corry House. Amplified music will be monitored by The Corry House staff. You will be asked to lower the volume if the music gets too loud. Monitored music includes but is not limited to: stereos, speakers, bands, deejays, electric keyboards, electric guitars, drums, etc.

\_\_\_\_\_ Initial

## **Photography**

I authorize \_\_\_\_\_/do not authorize \_\_\_\_\_ a member of The Corry House staff to take photographs of my wedding and/or event for possible use on The Corry House website and/or in printed publications.

\_\_\_\_\_ Initial

## ***Contract Agreement***

\_\_\_\_\_  
*Bride*

\_\_\_\_\_  
*Groom*

\_\_\_\_\_  
*The Corry House*

\_\_\_\_\_  
*Date*

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## ***Indemnification***

### **Alcoholic Beverages**

The Corry House, LLC will not pick up, handle, serve or sell any alcoholic beverages - It is understood and agreed that Renter may serve beverages containing alcohol (including but not limited to beer, wine, champagne, liquor, etc. by way of example) hereinafter called "Alcohol", upon the following terms and conditions: (1) Renter shall not permit any person under the age of twenty-one (21) to consume alcohol regardless of whether or not the person is accompanied by a parent or guardian. (2) Renter hereby agrees to furnish no less than one (1) bar tenderer for every one-hundred (100) people present at the event. Said bar tender(s) shall adhere to all federal and state laws regulating the sale and service of alcoholic beverages. Furthermore, said bar tender(s) is/are not to serve any individuals that are underage, appear inebriated or under the influence of too much alcohol. No alcohol shall be available to guests other than through said bar tender(s) (3) Renter hereby agrees to use their best efforts to insure that alcohol will not be served to anyone who is intoxicated or appears to be intoxicated. (4) Renter hereby expressly grants to The Corry House, LLC the right, at The Corry House, LLC's sole discretion and option, to instruct the uniformed officer(s) (if one is present) to remove any person(s) from the The Corry House, if in the opinion of The Corry House, LLC representative in charge, and/or the uniformed officer(s) the person(s) are intoxicated, unruly or could present a danger to themselves or others, and/or the The Corry House. (5) Renter hereby agrees to be liable and responsible for all act(s) and actions(s) of every kind and nature for each and every person in attendance at Renter's function or event. Further, Renter hereby agrees to hold The Corry House, LLC harmless and to completely indemnify The Corry House, LLC and all members in the event of any lawsuit(s) and/or cause of action(s) initiated and brought against The Corry House, LLC or its members, in the event of accident, injury, and /or death to anyone, regardless of whether or not the accident, injury and/or death occurred at The Corry House, LLC or off the premises of The Corry House and regardless of whether or not the consumption of Alcohol was involved or alleged to have been involved in the accident, injury and/or death. (6) Renter hereby agrees to be responsible and liable for the enforcement of the terms and conditions upon which Alcohol may be served at The Corry House and Renter further acknowledges that The Corry House, LLC shall have no responsibility or liability to either enforce or assist in the enforcement of such terms and conditions.

### **Hold Harmless and Indemnity Agreement**

The Corry House, LLC shall not be liable for any claim, loss, injury, damage or expense, either with respect to person or property, sustained by you, or by any of your employees, agents, invitees and guests due to your use of The Corry House, or arising out of the use, operation or condition of any equipment, machines or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees or guests of yours. It is agreed and understood that you hereby expressly release and discharge The Corry House, LLC and its members from any and all demands, claims and actions arising out of any such causes.

Moreover, it is agreed and understood that you shall defend, indemnify and hold harmless The Corry House, LLC and its members from and against any and all claims, demands, actions, losses, costs, damages and expenses (including, without limitation, reasonable attorney's fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon or about the facilities due directly or indirectly to your use of the facilities. This obligation of yours to protect, indemnify and hold harmless The Corry House, LLC shall include the obligation to pay all reasonable expenses incurred by The Corry House, LLC in defending any of such claims, including reasonable attorney's fees.

Signature: \_\_\_\_\_ (Bride) \_\_\_\_\_ (Groom)

This \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_\_