

## *Sugar Grove Carriage House Policy*

Sugar Grove is our home and a working 240 acre farm where we raise corn, soybeans and wheat. Therefore, Sugar Grove is available for use on a reservation basis at the discretion of the owners. An appointment must be acquired before visiting the facilities for viewing.

A representative of the Rental party must sign the rental agreement verifying that they understand the guidelines and are responsible for the guests adherence to them.

\* By order of the fire marshal, there will be absolutely NO smoking inside the Carriage House or guest house or residence. It will be the renter's responsibility to see that their guests do not smoke inside the facilities and that all smoking outside will be done in a responsible manner with the proper disposal of all cigarette butts in designated locations provided.

\* Sugar Grove is an alcohol free facility with the exception of a modest amount of champagne or wine (no fountains) for toasting purposes. The renter will be fully responsible and liable for monitoring, moderating and supervising your guests at your event so this policy is not abused. This policy also includes NO alcohol to be consumed in the parking area from vehicles.

\* Votive candles and candles in globes are permitted, but only in securely contained manners. There are to be no sparklers or fireworks inside or outside the carriage house. Please plan to clear decorations that include flames of any kind with the owners.

\* The use of all furniture, tables, chairs, the kitchen, refrigerator, oven, garbage cans and liners is included in the rental price. Please do not use staples or nails on the furniture.

\* All guests are responsible for proper skin care protection and proper clothing protection while walking the farm trails.

\* Marriage licenses are a must for weddings and may be purchased at any county clerk's office in Kentucky without a blood test or waiting period.

\* All directional signs placed on any of the roads leading to Sugar Grove must be removed within 24 hours of your event.

\* We do not assume responsibility for any items left on the property before or after your event by renter, rental companies or caterers.

\* If your event exceeds more than 170 guests, you should consider renting a port-a-john for the event. Our facility only has two restrooms.

\* Please advise any caterers hired for the event that if they plan to use a charcoal or gas cooker outside, it must be well away from the carriage house, and it is their responsibility to clean up any spilled food in the carriage house or on the surrounding grounds.

\* A large parking area is available for your guest in front of the residence. However, if a large crowd is expected, you should arrange to have parking attendants to direct parking. NO parking is allowed past the parking barriers.

\* Sugar Grove shall not be liable for any liability for personal injury to guests resulting from any cause whatsoever except such injury caused by the willful negligence or intentional acts of Sugar Grove owners. The guests shall be solely responsible for any of their or their invitees' personal property located or stored upon the premises and for all risks of damage, destruction, or loss resulting from theft, fire, storm, and all other hazards and causalities. Sugar Grove owners shall not be liable for any damages to or destruction or loss of any of the renter's personal property located or stored upon the premises regardless of the cause of such damage, destruction, or loss unless the loss or destruction is caused by the intentional acts or willful negligence of owners of Sugar Grove.

I have read the above and agreed to abide by the rules and regulations for use of the facilities of Sugar Grove.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date of event: \_\_\_\_\_

Additional Contact  
person: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Time of event: \_\_\_\_\_

Time to be cleaned: \_\_\_\_\_

**For all facilities rented:**

The basic charges for an event are listed on the last page of our policy link.\*Old car or Carriage & horse rental is based on individual contract only.

\*To reserve the facilities a deposit of 50% of total is required along with the signed agreement. The damage deposit should be a separate check which will be destroyed or returned two days after the event if all facilities are left in good order and all clean up requirements have been met. Any damage to the property (above and beyond that covered by the damage deposit) will be charged to the renter. The deposit is required within 7 days of a verbal agreement to secure the date of your event. Balance is due two weeks prior to your event. We reserve the right to possible price changes.

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**\*Security/damage deposit (refundable if facilities are left undamaged and clean): \$200**

**\*Total rental fee (NOT including security/damage deposit):**

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**\*Rental Facilities deposit due with contract (1/2 of rental total and non-refundable unless event canceled 45 days in advance):**

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**\*Balance due, including security deposit, two weeks prior to the event:**  
\_\_\_\_\_ . This date will be \_\_\_\_\_ .

Howard and Glenda Jacobs  
9650 Palmyra  
Oak Grove, Kentucky 42262  
270-886-2871

[jacobs2871@bellsouth.net](mailto:jacobs2871@bellsouth.net)  
[www.sugargrovecarriagehouse.com](http://www.sugargrovecarriagehouse.com)

**SUGAR GROVE RENTAL PRICES: (revised as of April 12<sup>st</sup>, 2012)**

**Friday, Saturday, or Sunday:**

**RENTAL: \$500.00**

**Monday, Tuesday, Wednesday, or Thursday:**

**Rental: \$200.00**

**WEDDINGS: \$1600.00 through 2012 only.**

**Use for rehearsal and decorating the day before is INCLUDED**

**Wedding reception only: \$900.00 through 2012 only.**

**Deposit fee of 50% of total is due 7 days after verbal agreement to secure date, along with signed agreement.**

**\*All fee's are subject to change depending on special needs that you may have.**

**RENTAL USE OF HORSE & CARRIAGE: \$300.00 minimum**

**Available for use on the farm only**

**Decorating:**

**We supply table cloths and napkins, tables and chairs for up to 170 guests with a small laundry fee per table cloth.**

**You supply decorations OR... contract with us for decorating help. A vendors list for all your needs is provided if requested...for catering, photography, wedding coordinators etc....**

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**We sincerely desire to work with you to do whatever we can to satisfy any reasonable special requests & to ensure that your event is fun, memorable, & a safe event.**