

TANGLEWOOD PARK POLICIES & GENERAL INFORMATION

Thank you for choosing to host your event at beautiful and historic Tanglewood Park!

Our park facilities are perfect for clients who want to create a unique event in a natural setting! We provide a safe and clean facility to host your event and you do the rest! We are always happy to discuss vendor recommendations, set-up options and policies prior to your event.

While we do everything we can to ensure that your event is enjoyable, we also do the same for our other park patrons. Please keep in mind that you are choosing to host your event at a public park and members of the public will be nearby.

WAIVER AND RELEASE

The use of Tanglewood Park and its buildings and facilities is at your own risk. The Client takes full responsibility and assumes all risks for the use of Tanglewood Park and its buildings and facilities. The Client agrees to hold Forsyth County, its officers, employees and agents, free and harmless from and against any damages, claims, expenses (including attorneys' fees), costs or other expenses or liabilities of any kind arising out of or relating to the use of Tanglewood Park.

PAYMENT POLICY/DEPOSITS

- Payment is required for reservations. We do not allow temporary holds for any facility.
- Deposits, as specified in the Facility Reservation Agreement, are non-refundable, non-transferable and must be made by the date stated on the Agreement.
- The Manor House requires a \$250 security deposit. Provided there are no damages, this deposit will be returned to the Client.
- All Agreements are rain or shine. There are no rain dates available.
- Clients may not move dates or facilities once the Agreement has been signed. If a Client decides to move a date or location, all deposits and payments will be kept by Tanglewood and not credited to the new reservation.

CANCELLATIONS

Shelter rentals are paid in full and are non-refundable and non-transferable. The Arbor and all indoor facilities require a non-refundable, non-transferable deposit with the balance due no later than 60 days prior to the function date. If the Client cancels within 60 days of the function date, all payments are non-refundable and non-transferable. If payment(s) is/are not received by the dates indicated on this Agreement, Tanglewood reserves the right to release the reservation. Tanglewood reserves the right to cancel the function or substitute the facility at any time.

RENTAL TIME FRAMES

The Client has access to the facility only for the time stated on the Facility Agreement. The Client will not have access to the facility prior to the stated start time and the Client must vacate the facility by the stated end time. Failure to vacate the facility by the indicated end time will result in a \$500 fee.

FACILITY DIAGRAMS

If you plan to use Tanglewood's tables and chairs, our staff will gladly set them up for you! We will send the Client a facility diagram prior to the function and the Client will fill out where they would like the tables and chairs set-up. Please note that the placement might not be exact and the Client may have to

rearrange the tables upon arrival. If a diagram is not received, a set-up will be arranged by an Event Planner.

GATE FEE

Clients have two options for paying the Gate Fee: Clients may have each of their guests pay \$2 per car upon arrival or the Client may pre-pay a flat rate for their guests at the gate. The flat rate is \$50 for up to 100 people and then an additional \$0.50 per person starting at 101 people.

CATERING POLICIES

If the Client is using a caterer, it must be a Tanglewood approved caterer and the Client must pay a caterer surcharge of \$1.50 per person. Rental of the Manor House requires the use of a caterer.

ALCOHOL POLICIES

- No person under the age of 21 will be allowed to consume alcoholic beverages on park property.
- Alcoholic beverages may be served, but not sold. No cash bars are allowed.
- Beer and wine may be served without permit or insurance. If serving liquor, the client will need to obtain a Limited Special Occasion Permit from the NC ABC and take out Special Event Limited Liability Insurance for at least \$1 million dollars in coverage. By signing the Facility Reservation Agreement contract, the client is assuming ALL liability.
- If the Client/guests arrive intoxicated to the event they will not be permitted to enter the facility and must vacate the entire park premises. The security guard on site will use his/her discretion and will call the Sheriff if necessary to have the individual(s) removed from the park property. No portion of the rental fee will be refunded in the event the Client is not able to use the facility due to inebriation. If the Client and/or guests become too intoxicated, the security guard may also use his/her discretion to close the facility for the evening. In the event the facility is shut down due to client and/or guest behavior, no portion of the rental fee will be refunded.
- Glass containers are not permitted, except for wine bottles. Glass beverages should be substituted for canned beverage containers. Cans are to be recycled in the blue recycling bins provided. Clients must take wine bottles with them and dispose of them outside of the park.
- Do not leave any alcohol unattended or overnight. Tanglewood is not responsible for alcohol that goes missing before, during or after an event.
- The Client is assuming ALL liability, related to the serving, concession or consumption of alcohol or any occurrences to such.

ACTIVITIES NOT PERMITTED AT TANGLEWOOD PARK

- No commercial use, fundraising, or solicitation is permitted without prior approval from Forsyth County Parks and Recreation.
- No monies can be exchanged on county property.
- Release balloons into the air.
- Hot air balloons, helicopters, air planes, drones, or any type of aircraft are prohibited in the premises of Tanglewood Park.
- Motorcycles are not allowed inside the park.

PROPERTY DAMAGES AND CLEANING

- The Client is held liable for any additional cleaning, damage or maintenance fees incurred as a result of the function. The facility should be left in the same condition it was prior to the event. If the Client leaves excessive trash/spills, glass, cigarette butts etc., the Client will incur an additional cleaning fee, which will be determined by Tanglewood. Cleaning fees are no less than \$250.

- All park rules and regulations must be followed. Violation of policies, rules and regulations may result in expulsion with denial of future rental privileges.

SECURITY

- Tanglewood Park shall not assume responsibility for the damage or loss of any merchandise or articles brought into the Park.
- Tanglewood Park is not responsible for storing and moving equipment rented from outside agencies.
- All items must be delivered the day of the function and picked up within the contracted function time. If items are not removed by the end of the rental period, the items will be disposed of. Tanglewood is not responsible for items lost or damaged before, during or after event.
- Weapons are prohibited except for concealed handguns, with proper permit, as allowed by County Ordinance and the N.C. General Statutes. Warning: School sponsored curricular and extracurricular activities occur often in this park. It is a felony to knowingly possess or carry, whether openly or concealed, any firearm to any activity sponsored by a school.
- Abusive language and/or behavior may result in expulsion from the Park.

Construction Projects

Forsyth County has the right to change, add, remodel, alter, and/or do construction on any amenity and/or rented facility within all of the parks in the Forsyth County Parks and Recreation system to fit the needs of the Parks and Recreation Department at any point in time. If a change occurs, an event planner will notify the Client of the change. Construction changes to a booked facility will not interfere with the Client's actual event taking place. No refunds will be given to a Client just because they do not favor the construction and/or cosmetic changes to the facility.

WEATHER

Neither Party shall be liable for any delay or failure to perform under this Agreement if such delay or failure is: (i) directly caused by acts of God, war, acts of terrorists, explosion, fire, flood, earthquakes, epidemics, acts of civil or military authorities or civil disturbance, and; (ii) could not have been prevented or circumvented by the non-performing Party's reasonable precautions or commercially accepted processes (including through the use of substitute services, alternate sources, work-around plans, the implementation of appropriate security measures or disaster recovery measures) (a "Force Majeure Event"). The Party experiencing any delay or failure as a result of any such Force Majeure Event shall: (i) provide prompt written notice of the actual or anticipated delay or failure to the other Party, and; (ii) use reasonable commercial efforts to either remedy the delay or failure, or implement a plan (including a business continuity and disaster recovery plan) to remedy the delay or failure in a manner which minimizes the disruption to the other Party. The non-performing Party shall not be excused in this Section for any non-performance of its obligations under this Agreement having a greater scope or longer period than is justified by the Force Majeure Event, or the performance of obligations that should have been performed prior to the Force Majeure Event.

Tanglewood shall not be responsible for any damages or other costs due to weather. Clients agree that any weather that may prohibit any part of their event does not put fault on Tanglewood Park. Clients understand that last minute changes may be necessary and Tanglewood Park will determine if and when an event may need to be cancelled due to weather. All payments are non-refundable, non-transferable.

TANGLEWOOD PARK SPECIAL EVENTS

Due to several special events that take place at Tanglewood Park throughout the year (such as the Festival of Lights, Wine Festival, Southern Charm and other large-scale events) some facilities may have equipment and/or decorations near, on or at the rented facility that cannot be moved or removed for a Client's event. Additionally, some special events may require Clients and their guests to enter through the back gate entrance of the park due to heavy traffic. An event planner will contact the Client prior to their event if they need to enter through the back gate. During events, traffic is heavy and parking throughout the park is limited. No refunds will be given to a Client because there is a special event scheduled on the Client's event date.

EMERGENCY CONTACT INFORMATION

For indoor facilities, if there are any security, event or maintenance issues, please reference the following numbers (these numbers are posted inside the indoor facilities as well):

- Security Work Cell: 336.399.6030
- Front Gate: 336.703.2624
- Event Planner Work Cell: 336.287.8845
- Marketing & Events Manager Work Cell: 336.399.1341
- Maintenance Manager Work Cell: 336.399.5947
- Maintenance Supervisor Work Cell: 336.399.5942

GUIDELINES FOR ALL FACILITIES AND PROPERTIES

Clients May

- Decorate rented facilities. Decorations may include linens, flowers, plants, family pictures, LED battery candles, string lights, vases, a sweetheart table and pipe and drape. All decorations must be removed by the end of the contracted function time. Clients may not use candles or any open flames (except for a single unity candle for marriage ceremonies only). In addition, **clients may not nail, tape, glue or staple any items to walls, beams or light fixtures**. Also, **clients may not use confetti, lime, chalk, paint or any adhesives that may leave permanent damage**. Clients may use string, rope or wire as long as it does not damage the facility.
- Rent tables and chairs from a rental company. All rented items must have rubber stops on the legs as not to scratch the floors. Clients may not bring in additional tables or chairs that exceed the stated capacity of the facility. Rented items need to be dropped off and picked up within the Client's contracted function time. Clients need to let an event planner know ahead of time if they are planning on renting tables and chairs.
- Bring their own equipment for set-up. Tanglewood does not provide ladders, electrical extension cords, leaf blowers, brooms or cleaning supplies. Clients may not use any type of personnel lift.
- Bring audio visual equipment and/or a band or DJ. **The Client is responsible for all chords, microphones and necessary accessories**. Any equipment brought into the facility cannot exceed the wiring capacity of the facility. The Client will be charged for any damages incurred. The Client's music cannot be heard outside of the client's designated event space. All music must end at 11 P.M.
- Take pictures throughout the park except for on the golf courses, inside the Manor House or where there is an event taking place.

- Use the open-pit barbeque grills. Clients can only use charcoal in the grills and they must bring their own charcoal.
- Leave recyclable plastic bottles and cans in the blue recycling bins provided and dispose of garbage in trash bins.

Clients May Not

- Do any fundraising or use the park for commercial purposes. This includes no clinics, professional training sessions, and for-profit classes or events. Solicitation is prohibited.
- Release balloons into the air.
- Have chalk, confetti, water slides, dunking booths, amusement rides or equipment, climbing walls, golf carts, petting zoos, pony rides, hot air balloons, helicopters, drones, unauthorized oversized vehicles.
- Shoot off flying objects such as rockets, fireworks, sparklers or fog machines.
- Utilize the facility any time other than the time stated on the Agreement. The function time noted on the Agreement is the only time the facility will be available for use (no exceptions). The facility will not be cleaned or available prior to the stated function time. Client must vacate the facility by the time the contract specifies. All items must be removed and picked-up by the end of the contracted time. Tanglewood is not responsible for any missing or damaged items. If items are not picked-up by the end of the contracted time, the Client will incur a \$250 fee.
- Drag heavy items such as trash cans, tables and chairs on the floors. The Client will incur a damage fee for heavily scarred floors as a result of activities or from dragging items across the floor.
- Use Tanglewood's tables and/or chairs outside. These are for indoor use only.
- Alter the amperage or wiring of the facility. If the equipment that the client or DJ/Band brings is too much to supply the amperage, they will not be able to use all or part of the equipment. Neither the park maintenance staff nor the Client may rewire the outlets to increase the power. Using higher amps than the power source can supply will result in the loss of power. The Client will be held responsible for all damage.
- Use spikes of any kind.
- Dump ice on the grass. Dump ice in the woods or sink.
- Bring hay or straw into the park.
- Dispose of grease inside the park. The Client must use a grease pan, take proper precautions to prevent spillage or injury and dispose of the grease outside of the park.
- Use abusive language or behavior.
- Bring animals inside the facilities.
- Feed wild animals or disturb wildlife.
- Move picnic tables. If the Client moves the picnic tables and does not return them to their exact original locations, the Client will be charged a \$250 fee.
- Use portable heating and air conditioning units.
- Have a bonfire or fire pit.
- Block entrances, or exits or roads.
- Park on the grass or in the road. All parking must be in the designated parking spaces that are allocated to the facility.
- Leave any dumpsters behind. Clients who leave dumpsters will be charged a fee of \$250 per day.
- Install signs or decorations that puncture the ground. These will be thrown away.

ADDITIONAL GUIDELINES SPECIFIC TO EACH FACILITY

BARN

Clients May:

- Accommodate up to 250 (seated) in the Barn. Tanglewood only provides tables and chairs for 250. Any rented items cannot exceed the set capacity of 250.
- Call within 3 weeks of their function to see if the facility is booked the day prior. If the facility is not booked, then the Client may move-in early. The early move-in fee is \$250. Clients may not leave valuables in the facility overnight. Tanglewood is not responsible for missing or damaged items.
- Utilize the gas fireplace in the main room. The fire must be turned off prior to departure.
- Bring their own food or use one of Tanglewood's approved caterers. If the Client chooses to bring a caterer into the park, it has to be a Tanglewood approved caterer and there is \$1.50 per person catering surcharge. An Event planner must be made aware of the caterer two months prior to the event.
- Set-up a bounce house. Clients may only set-up a bounce house in the large grassy area located to the right of the barn, parallel to the main entrance. Stakes cannot be used when securing a bounce house. Bounce houses must be secured using weighted barrels. The Client will need to provide limited liability insurance to an event planner at least 2 weeks prior to the event.
- Use the patio and the picnic tables on the patio. Please note that the patio is not an air conditioned space. Do not prop open the doors leading from the terrace to the patio as that will damage the indoor heating and cooling system. The patio is for outside use only.
- Store perishables in the refrigerator.

Clients May Not:

- Exceed capacity of the facility (250 people seated with tables and chairs).
- Have a wood burning fire in the Indoor Terrace.
- Exceed the voltage of the outlets. The Barn has 11 standard 120-volt electrical outlets.
- Be on the golf course unless a paid tee time is booked through Tanglewood Golf. Additionally, clients or their guests should not remove or damage any item associated with the golf course.
- Prepare food in the kitchen. All food must be prepared in a private or inspected kitchen offsite.
- Leave food, beverages or other items in the refrigerator overnight.
- Store kegs in the refrigerator.
- Leave glass bottles in the trash cans or kitchen.

BALLROOM

Clients May:

- Accommodate up to 200 (seated) in the Ballroom. Tanglewood only provides tables and chairs for 200 (seated). Any additional tables would be rented by the client. Any rented items cannot exceed the set capacity of 200 (seated).
- Call within 3 weeks of their function to see if the facility is booked the day before the event. If the facility is not booked, then the Client can have the facility the day before for early move-in. The early move-in fee is \$100. Clients may not leave valuables in the facility overnight. Tanglewood is not responsible for missing or damage items.
- Bring their own food or use one of Tanglewood's approved caterers. If the Client chooses to bring a caterer into the park, it has to be a Tanglewood approved caterer and there is \$1.50 per person catering surcharge. An Event planner must be made aware of the caterer two months prior to the event.
- Reheat food in the warming oven.
- Utilize the walk-in refrigerator and freezer. Kegs are allowed in the walk-in refrigerator.

- Utilize the patio. Any chairs or tables used on the patio must be rented and picked up within the contracted time.

Clients May Not:

- Exceed capacity of the facility (200 people seated with tables and chairs).
- Exceed the voltage of the outlets. The Ballroom has 16 standard 120-volt wall electrical outlets, 3 standard 120-volt floor outlets and 1 220-volt electrical outlet.
- Prepare food in the kitchen. All food has to be prepared in a private or inspected kitchen offsite.
- Store or leave food, beverages or other items overnight.
- Leave glass bottles in the trash cans or kitchen.
- Prop open doors to patio.
- Leave trash or personal items on the patio.
- Set-up a bounce house or inflatable of any kind.

WALNUT HALL

Clients May:

- Accommodate up to 100 in Walnut Hall. Tanglewood only provides tables and chairs for 100. Any rented items cannot exceed the set capacity of 100.
- Utilize the gas fireplace. The fire must be turned off prior to departure.
- Call within 3 weeks of their function to see if the facility is booked the day before the event. If the facility is not booked, then the Client can have the facility the day before for early move-in. The early move-in fee is \$100. Clients may not leave valuables in the facility overnight. Tanglewood is not responsible for missing or damaged items.
- Bring their own food or use one of Tanglewood's approved caterers. If the Client chooses to bring a caterer into the park, it has to be a Tanglewood approved caterer and there is \$1.50 per person catering surcharge. An Event planner must be made aware of the caterer two months prior to the event.
- Bring a bounce house. Clients may only set-up a bounce house on the front lawn between the main road and the basketball court. Stakes cannot be used when securing a bounce house. Bounce houses must be secured using weighted barrels. The Client will need to provide limited liability insurance to an event planner at least 2 weeks prior to their event.
- Reheat food in the warming oven and/or store perishables in the refrigerator.

Clients May Not:

- Exceed capacity of the facility (100 people seated with tables and chairs).
- Exceed the voltage of the outlets. Walnut Hall has 4 standard 120-volt electrical outlets.
- Prop open exterior doors.
- Set-up anything (DJ, tables, chairs) on the balcony. The balcony is for standing only.
- Prepare food in the kitchen. All food has to be prepared in a private or inspected kitchen offsite.
- Store or leave food, beverages or other items overnight.
- Store kegs in the refrigerator.
- Leave glass bottles in the trash cans or kitchen.

CHAPEL

Clients May:

- Accommodate up to 85 in the chapel.
- Call within 3 weeks of their event to see if the facility is booked the day before the event. If the facility is not booked, then the Client can have the facility the day before for 2 hours for a rehearsal. There is no fee for a rehearsal. Tanglewood is not responsible for any damaged or missing items.
- If the Client would like to decorate the Chapel the night before and the facility is not booked, the early move-in fee is \$100.

Clients May Not:

- Exceed capacity of the facility (85 people).
- Remove the cross that is mounted to the wall.
- Exceed the voltage of the outlets. The Chapel has 4 standard 120-volt electrical outlets.
- Use any candles or have any open flames.
- Have any portable heaters or air conditioning units.
- Modify or alter the building or furnishings in any way.
- Set-up a bounce house or inflatable of any kind.

MANOR HOUSE

Clients May:

- Seat up to 88 in the Manor House. The Trophy Room seats 48, the Rock Fireplace Room seats 24 and the 20's Room seats 16. In the winter, the Manor House has a capacity of 75 for a stand-up reception and in the spring/summer/fall, it has a capacity of 200 for a stand-up reception. Any rented items cannot exceed the specified capacity.
- Utilize the gas fireplaces. The fireplaces need to be turned off prior to departure.
- Call within 3 weeks of their function to see if the facility is booked the day before the event. If the facility is not booked, then the Client can have the facility the day before for early move-in. The early move-in fee is \$100. Clients may not leave valuables in the facility overnight. Tanglewood is not responsible for missing or damaged items.
- Use a caterer. The Client must use a Tanglewood approved caterer in the Manor House. There is \$1.50 per person catering surcharge. An Event Planner must be made aware of the caterer two months prior to the event.
- Bring in a band or a DJ to set-up inside or on the front porch. They need to bring all their own equipment and necessary accessories.
- Rent a tent from Hauser Rental for the porches. Tents cannot be secured to the building, railing or stakes. Tent must be picked up the same day or client will be charged a \$250 fine. The Client is responsible for all damage caused by tents.

Clients May Not:

- Exceed capacity of the facility.
- Exceed the voltage of the outlets. The Manor House has 2 standard 120-volt electrical outlets in the Trophy Room and 3 standard 120-volt electrical outlets in the 20's Room.
- Bring their own food.
- Use the refrigerator in any capacity.
- Use any of the Manor House's silverware, linens, food or condiments.
- Move any furniture. A fee of no less than \$250 will be charged to return items to their original location.
- Prop open exterior doors.

- Move the tables or chairs in the Rock Fireplace room.
- Disturb any overnight guests. All functions must be over by 11 P.M.
- Prepare food in the kitchen. All food has to be prepared in an inspected kitchen offsite.
- Set-up a bounce house or inflatable of any kind

THE ARBOR

Clients May:

- Accommodate 200 people.
- The client is renting the cement Arbor and the overlook area only. The rental fee does not include the surrounding gardens, greenhouse or other Arboretum areas.
- Tanglewood does not provide chairs or tables for the Arbor so these items must be rented by the client. Rented items cannot exceed the set capacity of 200.
- Call within 3 weeks of their event to see if the facility is booked the day before the event. If the facility is not booked, then the Client can have the facility the day before for 2 hours for a rehearsal. There is no fee for a rehearsal. However, clients cannot set-up in the Arbor early. Tanglewood is not responsible for any damaged or missing items.

Clients May Not:

- Exceed capacity of the facility (200 people).
- Use the Arbor as a reception site. The Arbor is only a ceremony site. The Manor House may be rented for a reception site.
- Exceed the voltage of the outlet. The Arbor has 1 standard 120-volt electrical outlet.
- Touch or alter any of the plants or foliage.
- Utilize the surrounding gardens for event purposes. Please note that the public may be enjoying these areas during the event.
- Sit, stand or set-up anything on the grass.
- Set-up a bounce house or inflatable of any kind.

SHELTER 1

Clients May:

- Accommodate up to 150 people.
- Bring their own food or use one of Tanglewood's approved caterers. If the Client chooses to bring a caterer into the park, it has to be a Tanglewood approved caterer and there is \$1.50 per person catering surcharge. An Event planner must be made aware of the caterer two months prior to the event.
- Coordinate pool visits with the Recreation Manager at 336.703.2502.

Clients May Not:

- Exceed capacity (150 people).
- Move picnic tables. If the Client moves picnic tables and does not move them back to their original position, the Client will be charged \$250.
- Exceed the voltage of the outlets. Shelter 1 has 8 standard 120-volt electrical outlets.
- Set-up a bounce house or inflatable of any kind.
- Access tennis facilities without previous arrangement with Tanglewood Tennis. Also, no balls may be kicked against the tennis fences.

SHELTER 2

Clients May:

- Accommodate up to 150 people.
- Bring their own food or use one of Tanglewood's approved caterers. If the Client chooses to bring a caterer into the park, it has to be a Tanglewood approved caterer and there is \$1.50 per person catering surcharge. An Event planner must be made aware of the caterer two months prior to the event.

Clients May Not:

- Exceed capacity (150 people).
- Move picnic tables. If the Client moves picnic tables and does not move them back to their original position, the Client will be charged \$250.
- Exceed the voltage of the outlets. Shelter 2 has 4 standard 120-volt electrical outlets.
- Set-up a bounce house or inflatable of any kind.

SHELTER 3

Clients May:

- Accommodate up to 100 people.
- Bring their own food or use one of Tanglewood's approved caterers. If the Client chooses to bring a caterer into the park, it has to be a Tanglewood approved caterer and there is \$1.50 per person catering surcharge. An Event planner must be made aware of the caterer two months prior to the event.

Clients May Not:

- Exceed capacity (100 people).
- Move picnic tables. If the Client moves picnic tables and does not move them back to their original position, the Client will be charged \$250.
- Exceed the voltage of the outlets. Shelter 3 has 4 standard 120-volt electrical outlets.
- Set-up a bounce house or inflatable of any kind.
- Swim or boat on the lake.
- Throw any items into the lake.

SHELTER 4

Clients May:

- Accommodate up to 300 people.
- Bring their own food or use one of Tanglewood's approved caterers. If the Client chooses to bring a caterer into the park, it has to be a Tanglewood approved caterer and there is \$1.50 per person catering surcharge. An Event planner must be made aware of the caterer two months prior to the event.
- Set-up a bounce house. Clients may only set-up a bounce house on either the cement slab to the right of the shelter or behind the shelter near the wood-line. Stakes cannot be used when securing a bounce house. Bounce houses must be secured using weighted barrels. Client will need to provide limited liability insurance to an event planner at least 2 weeks prior to their event.

Clients May Not:

- Exceed capacity (300 people).
- Move picnic tables. If the Client moves picnic tables and does not move them back to their original position, the Client will be charged \$250.
- Exceed the voltage of the outlets. Shelter 4 has 8 standard 120-volt electrical outlets.

FAMILY SHELTER

Clients May:

- Accommodate up to 65 people.
- Bring their own food or use one of Tanglewood's approved caterers. If the Client chooses to bring a caterer into the park, it has to be a Tanglewood approved caterer and there is \$1.50 per person catering surcharge. An Event planner must be made aware of the caterer two months prior to the event.

Clients May Not:

- Exceed capacity (65 people).
- Move picnic tables. If the Client moves picnic tables and does not move them back to their original position, the Client will be charged \$250.
- Exceed the voltage of the outlets. The Family Shelter has 2 standard 120-volt electrical outlets.
- Set-up a bounce house or inflatable of any kind.

The undersigned disclaims any claims against Forsyth County, relating to or arising from the use of the park facilities (this includes injuries of any type that might occur on Tanglewood Park property). There are no warranties of acceptability or fitness for a particular purpose for the park or its facilities. The undersigned accepts responsibility and liability for the actions and omissions of all guests and members of the undersigned's group.

I, _____ (print name), am responsible for this reservation and will comply with all rules and regulations of Tanglewood Park. I have reviewed the rules, and agree to defend, indemnify, and hold harmless Forsyth County for any claims for loss or damages, including expenses and defense costs, it incurs as a result of the undersigned's use of the premises.

Signature of Individual

Date