

Exhibit B

Event Rules and Agreement for all Renters, Vendors and Guests of Gathering Oaks Retreat

The following rules and policies apply if hosting an event where any guests will be visiting but not staying overnight at the property. Please sign and return this section along with the general rules and contract.

1. Dispensing of Alcohol:

- a. Owner does not sell or provide any alcohol. If serving alcohol at an event, Renter must employ a licensed and approved bartender for all events.
- b. All bar beverages must be served at all times by a licensed bartender with an up to date TABC Permit. Proof of license required one month prior to event.
- c. No cash bars are allowed by city ordinance.
- d. Renters and guests that bring their own alcohol (BYOB) are required to turn it over to the bartender to be served. Guests may not serve themselves and cash bars are not permitted.
- e. All event hosts and bartenders must indemnify Owner from liability and responsibility associated with providing alcohol or they will not be permitted to serve at the event.
- f. No kegs or “trash can punch” are allowed.
- g. Additional liquor liability insurance will be purchased by those hosting a bar.
- h. Owner will not be responsible for intoxicated guests.
- i. Renter shall provide transportation for an intoxicated guest and be held liable for any actions arising from intoxication.

2. Event Parking: The facility has approximately 75 parking spots for event guests in our private parking lot. Access to the parking lot is marked for easy identification. There is also a drop off location and parking for handicapped guests. All parking surfaces are gravel and may not be friendly to certain footwear.

- a. For events with more than 150 guests, parking can overflow onto the natural grass surfaces only in designated areas upon prior notice. It is highly encouraged for Renters to hire a valet service in this case.
- b. Owner is not responsible for any damage to guest vehicles while on property.

- c. Any damage that guest vehicles do to the property will be deducted from the event damage deposit.

3. Event Clean-Up:

- a. Renter is responsible for the disposal of all trash and personal items after the event has ended.
 - i. This includes all indoor and outdoor areas including the parking lot. Check for cigarette butts in the parking lot and on the ground.
 - ii. Dumpster is provided on the east side of the property.
- b. Renter is responsible for wiping down bar and counter surfaces.
- b. Any open food and catering items should not be left in the refrigerator.
- c. Owner is responsible for general cleaning of the floors and fixtures of the facility only.
- d. Excess cleaning requirements may result in loss of Renter deposit.
- e. Place all outdoor furniture back in its original place if moved.
- f. Place event tables and white padded chairs under the pavilion to prevent weather damage after your event ends.

4. Caterers:

- a. Caterer must provide proof of insurance one month before event.
- b. Caterer must plate and serve from designated caterer's kitchen or outdoors. Full kitchen in the house is reserved for overnight guest use only.
- c. Food must be cooked prior to arrival. No cooking appliances will be available to caterers.
- d. Caterer may use hotel-style ice machine for drinks. No large scale refrigeration is available. The ice machine may run out of ice and you should have bagged ice for coolers and extra drink ice
- e. The facility does not provide dishes, silverware or glassware to caterers.
- f. Caterer dishes should be sanitized off-site after the event.
- g. Cooking grease should be disposed of in the dumpster in a sealed container.

- h. Any damage incurred by the caterer will be deducted from the Renter deposit.
6. Property Manager: A property manager may be provided by Owner for larger events but does not serve as the coordinator for the event or security and is in place for the protection of the property.
7. Bands and DJ's - Excessive noise of any kind above 85dB measured at any property boundary is not allowed and could result in a visit from law enforcement. Security will measure noise levels from time to time during your event.
 - a. If a noise violation is issued, Renter is responsible for the fine.
 - b. If Owner receives continued noise complaints, Renter may be evicted.
 - c. Quiet hours are from 11:00pm-10:00am each night. No amplified sound will be allowed inside or outside of buildings during quiet hours. The renter must respect adjacent property owners.
8. Security Staff: A minimum of 1 security guard is required for any event. An event serving alcohol or with more than 100 guests will require 2 security guards to be determined by Owner at the time of booking.
 - a. Security must be in place at the start of the event, and must remain on the premises until the facilities are cleared and the doors are locked.
 - b. Owner will hire the necessary security for your event.
 - c. Security staff will be provided at \$40 per guard per hour billed to the Renter or deducted from the damage deposit.
9. Event Coordinator: Any events with more than 150 guests require additional event coordinator to be provided by Renter.
10. Event Insurance: All events are required to have one-day event liability insurance.
 - a. In the case that alcohol is served, an additional liquor liability policy is required.
 - b. These policies will be purchased by the Renter in their name with Gathering Oaks Properties, LLC named as additional insured party.
 - i. These policies are obtained at <http://www.wedsure.com/wedding-insurance.jsp>
 - ii. Policy price may vary based on several factors.
 - iii. Evidence of policy must be provided at time of final payment.
 - iv. In the event that you cannot obtain this insurance 60 days in advance, a policy will be purchased for you at an additional fee.