



MAGNOLIA INN EVENTS TERMS AND CONDITIONS

Effective Date: January 1, 2026

1. AGREEMENT & ACKNOWLEDGMENT

By booking an event at The Magnolia Inn, the client agrees to all Terms & Conditions outlined above. These policies ensure fairness, safety, and a high-quality event experience for all guests

2. PAYMENT, CANCELLATION, & RESCHEDULING

2.1 Payment Schedule

- A 50% non-refundable deposit is required at the time of booking to reserve the event date. The remaining 50% balance is due no later than thirty (30) days prior to the event date for all events, regardless of size.
- Events booked within thirty (30) days of the event date require payment in full at the time of booking.
- Failure to remit final payment by the due date may result in cancellation of the event without refund.

2.2 Final Guest Count & Menu Selections

- Final guest count and all menu selections are due **no later than fourteen (14) days prior to the event date**. This count will be considered guaranteed and will be used for staffing, food preparation, rentals, and setup. No reductions, refunds, or credits will be issued after this deadline.

2.3 Security Deposit

- A refundable **\$200 Security Deposit** is required for all events and is due with the final balance. The Security Deposit serves as a safeguard against damage, excessive cleaning needs, policy violations, or loss of venue property.

2.4 Refund Policy

The Security Deposit will be refunded within 5 business days following the event unless one or more of the following occurs:

- Damage to the venue, furnishings, décor, equipment, or property
- Excessive cleaning required beyond standard event cleanup
- Failure to adhere to setup, décor, or cleanup policies
- Violation of alcohol policies or event restrictions
- Unauthorized overtime or early arrival
- Unapproved vendor actions resulting in damage or additional labor
- If deductions are necessary, an itemized statement will be provided.
- Damages exceeding the \$200 deposit will be billed to the Client.

2.5 No-Show Policy

- Failure to arrive within **one (1) hour of the scheduled event start time** will be considered a no-show and will result in **forfeiture of the event without refund**.

2.6 Cancellations

- A 50% non-refundable deposit is required at booking and is applied toward administrative costs and date reservation.

- More than thirty (30) days prior to the event:
The event may be canceled with written notice. Any payments made beyond the deposit will be refunded minus a \$200 cancellation fee.
- Fifteen (15) to thirty (30) days prior to the event:
Fifty percent (50%) of the total event cost is forfeited.
- Fourteen (14) days or fewer prior to the event:
No refunds will be issued.
- Cancellation fees help offset administrative costs, staffing commitments, and lost booking opportunities.

2.7 Rescheduling

- All rescheduling requests must be submitted in writing and are subject to availability. A rescheduling fee applies to **all** date changes.
- **Thirty (30) or more days prior to the event:**
\$250 rescheduling fee
- **Fifteen (15) to twenty-nine (29) days prior to the event:**
Fee equal to **twenty-five percent (25%) of the total event cost**
- **Fourteen (14) days or fewer prior to the event:**
Requests will be treated as a cancellation and are not eligible for rescheduling.
- Rescheduled events must occur within **six (6) months** of the original event date. Any difference in pricing for the new date must be paid at the time of rescheduling.

3. EVENT HOURS, ACCESS, SETUP & OVERTIME

3.1 Event Hours by Package

- **Host-Your-Own:** 3 hours event time + 1 hour decorating
- **Classic:** 4 hours event time + 1 hour decorating
- **Signature:** 4 hours event time + 1.5 hours decorating + on-site coordinator
- **Deluxe:** 4 hours event time + 2 hours decorating + full service with staff

3.2 Early Access & Setup

- Decorating time begins **only at the time included with your package.**
- Night-before setup may be allowed only if the inn is available and with written approval.
- Vendor setup/teardown must occur within your booked hours.

3.3 Night-Before Setup

- Night-before setup may be permitted with written approval and is subject to inn availability.
- This option requires a \$450 night-before setup fee, which includes up to two (2) hours of evening access on a Friday or Saturday night.
- The fee includes inn-led setup of tables, chairs, and linens, followed by client or vendor decor setup.
- Additional time is billed at \$150 per hour, rounded to the next 30 minutes.
- No catering, alcohol, amplified music, or guest attendance is permitted.
- All setups must conclude by the approved end time and may not interfere with overnight guest experience.

3.4 Overtime

- Unauthorized overtime billed at **double the hourly rate**, rounded to the next 30 minutes.
- Full-venue bookings may extend indoor events until **midnight** with approval.

4. SETUP, FURNITURE, & VENUE USE

The Magnolia Inn provides:

- Table and chair setup
- Linens (Classic, Signature, Deluxe)
- Centerpieces (as applicable)
- Place settings (Signature, Deluxe)
- Staging of event space
- Custom layouts or extensive décor installation may incur additional charges.

5. CONSULTATION & PLANNING POLICY

5.1 Complimentary Consultation

- One 45-minute planning consultation included with every event.
- Conducted in person, virtually, or by phone.
- Clients receive a pre-event questionnaire to streamline planning.

5.2 Site Visits, Walkthroughs, & Additional Planning Services

- Additional consultations or walkthroughs are available at **\$65 per visit**.
- Extra planning, timeline creation, vendor communication, and floorplan mockups are available at **\$65 per hour**.

6. HOST-YOUR-OWN EVENT REQUIREMENTS

Clients booking Host-Your-Own are responsible for:

- Bringing all food, beverages (non-alcoholic), décor, supplies, tableware
- Full event setup
- Complete cleanup including removing **all** décor, food, trash, containers, rentals, and personal items
- Ensuring vendors follow arrival/departure rules
- **Excessive cleaning or failure to remove items will incur a fee of up to \$250.**
- Cleaning fees may be deducted from the Security Deposit or billed separately if damage or cleaning exceed the deposit amount.

7. CATERING & FOOD POLICIES

7.1 Outside Catering

- Permitted for Host-Your-Own and Classic only.
- Not permitted for Signature or Deluxe events.
- Kitchen use limited to staging area, refrigeration, microwaving, and plating.
- Caterers must remove ALL materials immediately after the event.

7.2 Food Trucks

Allowed outdoors with approval. Must carry insurance and follow local regulations.

8. ALCOHOL & BEVERAGE POLICY

Strict Alcohol Policy

To comply with state law and insurance requirements:

- **Outside alcohol is not permitted for any event — no exception.**
- All alcohol must be provided and served by The Magnolia Inn or an approved, insured bar service.
- A licensed bartender is required whenever alcohol is served.
- DIY alcohol service or BYOB is prohibited.
- Failure to comply with this policy may result in immediate event termination without refund.

9. DECORATIONS & CLEANUP

9.1 Permitted Décor

- Florals, balloons, table décor, freestanding decorations

9.2 Prohibited Décor

- Confetti or glitter
- Open-flame candles of any kind (LED candles permitted)
- Nails, screws, tape, adhesives
- Hanging décor from chandeliers or fixtures
- Fog machines or sparklers

9.3 Cleanup Responsibilities

- Clients must remove all décor, food, beverages, rentals, and trash
- Failure to do so may result in a cleaning fee of up to \$250.

10. MUSIC, NOISE & ENTERTAINMENT

- Music must comply with local noise ordinances.
- Amplified music must end by **8:30 PM on weekdays** and **9:30 PM on weekends**.
- Live musicians and DJs require approval.
- Full-venue bookings may extend indoor music until **midnight** with approval.

11. OUTDOOR USE

- Outdoor spaces (patios, gardens, porches) may be used with approval.
- Tents require advance approval and compliance with local codes.
- Outdoor events must follow Clayton noise ordinances.
- Weather backup plans must be finalized in advance.

12. PHOTOGRAPHY & MEDIA

- Clients may opt out of promotional photography by submitting a written request before the event.
- Without an opt-out, the inn may use event images for marketing.
- Drones require a permit from The City of Clayton.

13. PARKING & ACCESSIBILITY

- On-site parking is reserved for **overnight inn guests only**.
- Event attendees are **required** to use free street parking.
- The venue is not ADA-compliant, but we do have a wheelchair ramp and large doorways to accommodate wheelchairs in all common areas.

14. CHILDREN, PETS & SMOKING

- Children must be supervised at all times.
- Only service animals are allowed, no pets.
- Smoking only in designated outdoor smoking areas, not indoors, porches, or gardens.

15. LIABILITY, DAMAGES & INSURANCE

15.1 Policies

- Clients are responsible for all damage caused by guests or vendors.
- The Magnolia Inn is not liable for injuries, lost items, or vendor actions.
- Events with **50+ guests** require event liability insurance naming the Inn as additional insured.
- Proof of insurance is required 30 days before event.

15.2 No-Show / Abandonment

If the event is abandoned, canceled on arrival, or ends early due to Client noncompliance with venue rules, the Security Deposit becomes non-refundable.