



MAGNOLIA INN EVENTS TERMS AND CONDITIONS

Effective Date: September 13, 2026

These Terms & Conditions apply to private events, celebrations, meetings, ceremonies, rehearsal dinners, welcome parties, showers, teas, and other event bookings at The Magnolia Inn unless a separate written agreement expressly states otherwise.

1. AGREEMENT & ACKNOWLEDGMENT

- By booking an event at The Magnolia Inn, the Client agrees to these Terms & Conditions together with the Event Agreement, Event Details, Financial Summary, and any approved written addenda.
 - The Event Agreement will identify the selected package, Event Date, contracted event hours, access periods, guest count, services, pricing, and event-specific inclusions.
 - The Event Date is not reserved until the required Agreement has been signed and the applicable initial payment has been received.
 - No verbal agreement, promise, modification, or exception is binding unless confirmed in writing by The Magnolia Inn.
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2. PAYMENT, CANCELLATION, & RESCHEDULING

2.1 Payment Schedule

- For events under \$5,000, a fifty percent (50%) non-refundable initial payment is required at the time of booking. The remaining fifty percent (50%) balance is due no later than sixty (60) days prior to the Event Date, unless a different payment schedule is specified in the Payments Recap.
- For events totaling \$5,000–\$9,999.99, a 33.33% non-refundable initial payment is required at the time of booking. The remaining balance will be divided into two additional installments, with the final balance due no later than sixty (60) days prior to the Event Date, unless a different payment schedule is specified in the Payments Recap.
- For events totaling \$10,000 or more, a twenty-five percent (25%) non-refundable initial payment is required at the time of booking. The remaining balance will be divided into three additional installments, with the final balance due no later than sixty (60) days prior to the Event Date, unless a different payment schedule is specified in the Payments Recap.
- The payment amounts and due dates configured in the invoice are reflected in the Payments Recap within the Client's Event Agreement. If that schedule differs from the standard arrangements above, the Payments Recap will govern the payment amounts and due dates.
- Events booked within sixty (60) days of the Event Date require payment in full at the time of booking, unless an alternative payment schedule is specified in the Payments Recap.
- Failure to remit any required payment by its due date shown in the Payments Recap may result in cancellation of the event and release of the Event Date.
- An active card on file is required until completion of the event and settlement of all outstanding charges.

2.2 Final Guest Count & Menu Selections

- Final guest count and all required menu selections are due no later than fourteen (14) days prior to the Event Date unless otherwise stated in the Event Agreement.

- The final guest count is guaranteed and will be used for staffing, food preparation, rentals, setup, and event planning. No reductions, refunds, or credits will be issued for decreases after the final guest count deadline.
- Increases after the deadline may be accepted when operationally possible and are subject to venue capacity, staffing, catering, and vendor availability. Guest count may not exceed the approved event capacity.
- Any additional charges resulting from increased guest count or added services are due when approved.

2.3 Security Deposit

- A refundable Security Deposit is required for all events and is included in the invoice total. It is collected according to the payment schedule shown in the Payments Recap, either across installments or in full when a single payment is required. The Security Deposit remains refundable subject to the conditions in this section.
- Events with a total contracted event cost of less than \$2,000, excluding the refundable Security Deposit itself, require a \$250 Security Deposit. Events with a total contracted event cost of \$2,000 or more, excluding the refundable Security Deposit itself, require a \$500 Security Deposit.
- The Security Deposit may be applied toward damage, excessive cleaning, policy violations, unauthorized overtime, missing venue property, or other unpaid event-related charges.
- Charges exceeding the Security Deposit will be charged to the card on file or otherwise billed to the Client.

2.4 Refund Policy (Security Deposit)

The Security Deposit will be refunded within five (5) business days following the event, less any applicable deductions.

Deductions may be made for:

- Damage to the venue, furnishings, décor, equipment, grounds, or property
- Excessive cleaning beyond normal event cleanup
- Unauthorized overtime or access outside contracted hours
- Failure to comply with décor, setup, vendor, food, beverage, or cleanup policies
- Missing or damaged venue property
- Vendor actions resulting in damage, additional labor, or operational expense
- Other unpaid charges associated with the event

If deductions are necessary, The Magnolia Inn will provide an itemized statement. Charges exceeding the Security Deposit remain the responsibility of the Client.

2.5 Cancellations

All cancellations must be submitted in writing.

The initial booking payment is non-refundable and is earned upon receipt in consideration for reserving the Event Date and limiting its availability for other bookings.

More than one hundred twenty (120) days prior to the Event Date:

- The initial booking payment is forfeited.
- Any payments made beyond the initial booking payment will be refunded.

Sixty-one (61) to one hundred twenty (120) days prior to the Event Date:

- Fifty percent (50%) of the total contracted event cost is non-refundable.
- If less than 50% has been paid at the time of cancellation, the remaining amount necessary to satisfy the 50% cancellation obligation becomes immediately due.
- Any amounts paid beyond 50% of the total contracted event cost will be refunded.

Sixty (60) days or fewer prior to the Event Date:

- The full contracted event cost is due and non-refundable.
- Any outstanding balance becomes immediately due upon cancellation.

Failure to appear for the event without prior cancellation will be treated as a same-day cancellation and is not eligible for refund.

Refundable Security Deposits are not forfeited solely because an event is canceled, provided no applicable charges have been incurred.

2.6 Rescheduling

- All rescheduling requests must be submitted in writing and are subject to availability and approval by The Magnolia Inn.
- A maximum of one date change is permitted per event unless otherwise approved in writing.
- More than one hundred twenty (120) days prior to the event:
 - A one-time date change may be permitted for a \$500 rescheduling fee.
 - Payments previously made will transfer to the approved new Event Date.
- Sixty-one (61) to one hundred twenty (120) days prior to the event:
 - A one-time date change may be permitted for a \$750 rescheduling fee.
 - At least fifty percent (50%) of the total contracted event cost must be paid before the new date is confirmed.
 - Payments previously made will transfer to the approved new Event Date.
- Sixty (60) days or fewer prior to the event:
 - Rescheduling requests will be treated as a cancellation under Section 2.5.
 - In extraordinary circumstances, a one-time date change may be permitted at the discretion of The Magnolia Inn.
 - If an exception is approved, the Client remains responsible for the full contracted event cost and an additional rescheduling fee may apply.
- Rescheduled events must occur within six (6) months of the original Event Date unless otherwise approved in writing.
- The new Event Date is subject to current availability, seasonal restrictions, minimum investments, package requirements, and applicable pricing.
- Any increase in pricing is the responsibility of the Client.
- No refund or credit will be provided if the Client selects a new date, package, or service configuration with a lower value than the original contracted event.
- A rescheduled date is not confirmed until all required payments and applicable fees have been received and The Magnolia Inn has confirmed the new date in writing.

3. EVENT HOURS, ACCESS, SETUP & OVERTIME

3.1 Event & Access Hours

- Event hours, setup access, vendor access, and any applicable breakdown period are determined by the selected package and will be stated in the Client's Event Agreement.
- Access before or after the contracted access period is not included unless specifically stated in the Event Agreement or approved in writing by The Magnolia Inn.

3.2 Early Access & Setup

- Clients and vendors may access the property only during approved access periods.
- Early arrival or additional setup time is not guaranteed and, when approved, may be subject to additional charges.
- Vendor setup and breakdown must occur within approved vendor access periods.

3.3 Night-Before Setup

- Night-before setup may be permitted with prior written approval and is subject to property availability.
- When offered, the standard night-before setup fee is \$500 and includes up to two (2) hours of evening access. Additional approved setup time is billed at \$150 per hour in half-hour increments.
- Night-before access is limited to decorating, staging, and approved preparation activities and must not interfere with overnight guests or other property operations. Catering service, alcohol consumption, entertainment, and event guests are not permitted unless specifically approved in writing.

3.4 Overtime

- All event activities must conclude by the contracted event end time.
- Following the event, guests and vendors must promptly depart the property and remove personal belongings, gifts, décor, equipment and other items within the allotted breakdown period, if applicable.
- Continued event activity beyond the contracted end time, or unreasonable delays in vacating the property, will be considered unauthorized overtime.
- Unauthorized overtime will be charged at a rate of \$300 per hour, billed in 30-minute increments, with any portion of a 30-minute period charged as a full increment.
- Overtime charges may be deducted from the Client's Security Deposit.
- Charges exceeding the available Security Deposit will be charged to the card on file or otherwise billed to the Client.
- Additional event time is not guaranteed and may only be added with prior written approval from The Magnolia Inn.

4. SETUP, FURNITURE & VENUE USE

- The Magnolia Inn will provide the furnishings, linens, place settings, centerpieces, staging, equipment, and services specifically included in the Client's selected package or Event Agreement.
- Furniture placement and event layouts must be approved by The Magnolia Inn. Clients and vendors may not move heavy furniture, artwork, antiques, or other venue property without approval.
- Custom layouts, significant furniture changes, specialty installations, or extensive décor setup may require additional labor or fees.
- Areas not included in the Client's booking remain under the control of The Magnolia Inn and may not be accessed without permission.

5. CONSULTATIONS, WALKTHROUGHS & PLANNING

- Planning meetings, walkthroughs, and coordination services included with the booking are determined by the selected package and Event Agreement.
 - Additional meetings, site visits, timeline assistance, floorplan preparation, vendor coordination, or other planning services beyond the contracted scope may be subject to additional fees and must be scheduled in advance.
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6. CATERING & FOOD

6.1 Catering

- Catering arrangements will be stated in the Event Agreement.
- Outside catering is permitted only with prior written approval from The Magnolia Inn. Outside caterers must be properly licensed, insured, approved in advance, and comply with The Magnolia Inn's vendor and catering requirements.
- Use of outside catering does not reduce contracted package pricing, event minimums, or other applicable charges.
- Additional coordination, staffing, kitchen-use, cleanup, or operational fees may apply when outside catering creates additional requirements.

6.2 Kitchen & Food Preparation

- The Magnolia Inn is not a commercial catering kitchen.
- Approved kitchen or preparation areas may be used primarily for staging, refrigeration, warming, plating, and limited food preparation.
- Large-scale cooking, deep frying, excessive grease or smoke production, open-flame cooking, or other activities deemed unsuitable for the property may be prohibited.
- Outside caterers are responsible for required equipment not supplied by The Magnolia Inn and for leaving all preparation and staging areas clean.

6.3 Outside Food & Specialty Items

- Cakes, desserts, culturally significant dishes, specialty foods, and other outside food items may be permitted with prior approval.
- The Magnolia Inn may restrict home-prepared or unlicensed food based on event size, service requirements, food-safety considerations, or applicable law.

6.4 Food Trucks

- Food trucks may be permitted with prior written approval.
- Food trucks and mobile food vendors must comply with applicable licensing, insurance, safety, parking, and operational requirements.

7. ALCOHOL & BEVERAGE POLICY

- Outside alcohol is not permitted at standard events unless specifically authorized in writing by The Magnolia Inn under a separate applicable booking policy.
- Alcohol served during events must be provided or expressly approved by The Magnolia Inn and must comply with applicable North Carolina laws, permits, insurance requirements, and venue policies.
- Clients and guests may not independently provide, distribute, or serve alcohol without written approval.
- Alcohol may only be consumed during approved service periods and in approved areas.
- The Magnolia Inn reserves the right to discontinue alcohol service to any individual or event when necessary for safety, legal compliance, or property protection.
- Unauthorized alcohol may be removed and may result in termination of alcohol service, additional charges, or termination of the event without refund.

8. DECORATIONS

8.1 Permitted Décor

- Florals, balloons, table décor, freestanding signs, and similar decorative elements are generally permitted when they do not damage the property.
- All décor is subject to venue approval.

8.2 Restricted or Prohibited Décor

- Confetti and glitter are prohibited.
- Nails, screws, staples, tacks, permanent adhesives, and damaging attachment methods are prohibited.
- Décor may not be attached to walls, ceilings, fixtures, woodwork, antiques, or historic surfaces without specific approval.
- Fog machines, indoor sparklers, pyrotechnics, and similar effects are prohibited unless specifically approved in writing by The Magnolia Inn and legally permitted.
- Open flames are prohibited unless supplied or expressly approved by The Magnolia Inn.

8.3 Décor Removal & Cleanup

- All Client- or vendor-provided décor, supplies, equipment, gifts, rentals, and personal property must be removed within the approved access period.
- Items left behind may be discarded, stored, or removed at the Client's expense.
- Excessive cleanup or labor may result in deductions from the Security Deposit or additional charges.

9. MUSIC, ENTERTAINMENT & NOISE

- DJs, musicians, performers, amplified sound, and other entertainment must be approved in advance and must comply with the contracted event schedule and applicable noise requirements.
- The Magnolia Inn may require entertainment or amplified sound to be reduced, relocated, or discontinued when necessary to protect overnight guests, neighbors, staff, or the property.
- Any extension of entertainment or event activity beyond the contracted end time requires prior written approval.

10. OUTDOOR EVENTS & WEATHER

- Use of outdoor spaces requires approval by The Magnolia Inn.
- Outdoor event plans are subject to weather, ground conditions, property conditions, safety, and operational considerations.
- The Magnolia Inn reserves the right to relocate, modify, delay, or discontinue outdoor activities when reasonably necessary due to weather, safety, property protection, or operational concerns.
- Tents, canopies, temporary structures, generators, heaters, lighting installations, or similar equipment require prior approval.
- Outdoor activities must comply with applicable ordinances and noise requirements.
- Weather-related relocation within the property does not constitute a cancellation and does not entitle the Client to a refund.

11. PHOTOGRAPHY, VIDEO & MEDIA

- Professional photographers and videographers are welcome during contracted event and access periods.
- Photography or videography requiring access outside the contracted event area or access period requires prior approval.
- Drones may be used only when legally permitted and approved in advance by The Magnolia Inn.
- The Magnolia Inn may photograph event décor, food, setups, and property spaces for marketing purposes. Clients may opt out of identifiable guest photography by notifying The Magnolia Inn in writing.
- Photographs or video created by third-party photographers or videographers will only be used by The Magnolia Inn when appropriate permission or licensing has been obtained.

12. PARKING & PROPERTY ACCESS

- On-site parking is limited and may be reserved, assigned, or restricted based on lodging occupancy, accessibility needs, vendors, event requirements, and property operations.
- Event guests may be required to use available street parking or other designated parking areas.
- Clients are responsible for communicating applicable parking instructions to guests and vendors.
- Vehicles may not block driveways, emergency access, neighboring properties, or restricted areas.

13. ACCESSIBILITY

- The Magnolia Inn is a historic property and is not fully ADA accessible.
- Ground-floor access includes designated accessible parking and ramp access.
- Clients with specific accessibility requirements are encouraged to discuss those needs with The Magnolia Inn in advance so available accommodations can be reviewed.

14. CHILDREN, PETS & SMOKING

- Children must be supervised by a responsible adult at all times.
- Service animals are permitted as required by applicable law.
- Pets and other animals are not permitted at events unless specifically approved in writing.
- Smoking and vaping are prohibited inside the Inn and permitted only in designated outdoor areas.

15. VENDORS

- All third-party vendors are subject to approval by The Magnolia Inn and must comply with venue policies, approved access periods, parking requirements, setup and breakdown requirements, property-care standards, and applicable licensing and insurance requirements.
- The Magnolia Inn may require Certificates of Insurance or other documentation from vendors.
- The Client is responsible for vendors retained by the Client, including vendor-caused damage, excessive cleaning, unauthorized overtime, or other operational expense.
- The Magnolia Inn may deny access to or remove a vendor whose conduct creates a safety concern, property risk, significant operational disruption, or material policy violation.

16. INSURANCE, LIABILITY & DAMAGES

- The Client is responsible for damage caused by the Client, guests, invitees, vendors, or other persons associated with the event.
- The Magnolia Inn is not responsible for loss, theft, damage, or injury arising from the acts or omissions of independent vendors or contractors retained by the Client.
- Event liability insurance may be required based on guest count, alcohol service, event type, vendor activity, or other risk considerations.
- When required, The Magnolia Inn may require proof of coverage and may require The Magnolia Inn and/or property ownership to be named as an additional insured.
- Required insurance documentation must be provided by the deadline stated in the Event Agreement.
- Failure to provide required insurance may result in modification or cancellation of affected event activities.
- The Client remains responsible for costs exceeding the Security Deposit.

17. PRIME DATES & EVENT MINIMUMS

- Saturdays are considered prime event dates year-round.
- Certain Sundays, holiday periods, peak-season dates, and other high-demand dates may also be designated as prime dates by The Magnolia Inn.
- Prime and high-demand dates may be subject to minimum event investments, package requirements, lodging requirements, property-use requirements, minimum stays, or other booking restrictions.
- Applicable minimums and booking requirements will be disclosed prior to booking and reflected in the Client's Event Agreement.
- Weekday, off-season, or select lower-demand dates may qualify for adjusted minimums or customized pricing at the discretion of The Magnolia Inn.

18. PROPERTY CONDUCT & POLICY ENFORCEMENT

- The Magnolia Inn retains control of the property at all times. Authorized staff may enter, access, inspect, or manage event areas when reasonably necessary for operations, safety, guest service, property protection, or policy enforcement.
- Clients, guests, and vendors must follow reasonable instructions provided by venue staff. Illegal, unsafe, threatening, destructive, or materially disruptive conduct is prohibited.
- Failure to comply with these Terms & Conditions may result in removal of prohibited items; discontinuation of alcohol, entertainment, or other activities; deductions from the Security Deposit; additional charges; removal of guests or vendors; or termination of the event.
- The Magnolia Inn may discontinue an activity, remove an individual or vendor, or terminate an event when reasonably necessary to protect guests, staff, neighbors, vendors, or the property.
- Termination resulting from a material policy violation does not entitle the Client to a refund.
- Charges exceeding the Security Deposit may be charged to the active card on file or otherwise billed to the Client.

19. FORCE MAJEURE & EVENTS BEYOND CONTROL

- The Magnolia Inn will not be considered in breach of the Agreement when performance is prevented or materially impaired by circumstances beyond its reasonable control, including severe weather, natural disaster, government order, utility outage, civil emergency, fire, or other comparable event.
- When reasonably possible, The Magnolia Inn will work with the Client in good faith to identify an appropriate alternative, rescheduling option, or other resolution based on the circumstances.

- Force majeure does not apply to ordinary personal scheduling conflicts, changes of preference, financial circumstances, vendor issues, or other circumstances within the Client's control.
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20. SEPARATE BOOKING TERMS

- These Events Terms & Conditions apply to standard event bookings unless a separate written agreement states otherwise.
 - Full-Inn stays, Private Estate Buyouts, Wedding Weekends, lodging reservations, or other specialized bookings may be governed by separate Terms & Conditions.
 - Where a separate written agreement expressly identifies different or additional terms, the terms applicable to that specific booking will control.
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21. ENTIRE AGREEMENT

- These Terms & Conditions, together with the Client's signed Event Agreement, Event Details, Financial Summary, approved addenda, and written modifications, constitute the agreement between the Client and The Magnolia Inn regarding the event.
 - No verbal agreement, representation, or promise modifies the Agreement unless subsequently confirmed in writing.
 - If any provision of these Terms & Conditions is determined to be unenforceable, the remaining provisions will remain in effect.
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By signing the Event Agreement, the Client acknowledges that they have reviewed, understand, and agree to The Magnolia Inn Events Terms & Conditions.