The Ragsdale Inn Policies

A guarantee must be received at the Inn no less than 7 days prior to the event, weddings are the exception, final payment and guarantee due 30 days prior to the event. This number will be a confirmed guarantee that may not be reduced after that day. In the event your guests do not attend, you will still be charged for your confirmed number of guests. Although if additional guests arrive, there will be an additional charge. If no guarantee is received, the Inn will prepare and charge for the number of guests estimated when deposit was received.

A deposit is required for all functions unless prior credit/payment arrangements have been established with the Inn. All deposits are non-refundable, regardless of cancellation date. Payment in full is required at the close of every event, unless prior arrangements have been made. All functions are subject to applicable state and local taxes.

Final menu selection should be submitted along with the guarantee in order to ensure the availability of the desired menu items.

No food or beverage of any kind will be allowed to be brought into the facility by any guests. All alcohol will be served by a licensed bartender unless other wise approved by the management for cocktail hour consumption only - (cocktail hour is only 30 minutes prior to serving any food), all open and unopened alcoholic containers will be removed prior to food service and disposed of according to Georgia Law. Alcoholic beverages may be brought in by special permission only and must be sealed.

Function guests will be admitted to the Inn and expected to depart at the times stated on the contract. If the host decides they would like to extend the party, with prior approval of the Inn, there will be an additional $100 per hour added to the final bill.

All decorations brought into the Inn must have prior approval of the management. Glitter, rice, birdseed or confetti is not to be used inside or outside the Inn, if such items are used the clean up will be assessed to the final bill. The use of any nails, pins, tape or tacks is specifically forbidden. Any damage incurred will be the responsibility of the host.

The Inn is a **Non-Smoking** facility. Ash containers are provided for guests to smoke outside on the porch areas.

All prices are subject to change with notification when possible.

The Inn is not responsible for damage to or loss of any items left at the Inn prior to or following any function. The Inn makes no warranties or representations to the customer other than those printed hereon. By authorized signature of the Inn policies, guests shall indemnify and hold the inn harmless from any and all claims, suit, losses and damages. The Inn is not responsible for loss or damage to automobiles or their content while parked on the Inn property.

The primary contact (whose signature appears on this document) is the only person authorized to make any changes to the guarantee, menu details or set up arrangements.

_____ _____

Authorized Signature of Host Date

Management Signature _____