

# Swan Lake Resort

## Rules, Regulations & Activities Contract

106 East Moss Mill Road  
Galloway, NJ 08205  
(609) 652-1577

### Events Managed by: At Last Events, LLC

The Following is a list of rules and regulations to be upheld by the client and their guests.

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Name: \_\_\_\_\_ Date Rented: \_\_\_\_\_ Estimated Number of Guests \_\_\_\_\_

- At Last Events, LLC is this exclusive event management team for Swan Lake Resort and must be used for all onsite Event, Wedding coordination, Planning, Decorating, cleaning & trash removal. No outside wedding planners, coordinators, party or event planners and decorators can operate in any capacity onsite. Renting décor from a specific company is acceptable.
- All Events must end at 9:00pm due to noise ordinance. Breakdown begins at 9:15 and all guests must depart at that time. N/A to host of event or guests assisting in breakdown. Non-Wedding events timeframe will be dependent upon the rental agreement and contract.
- All Décor, alcohol and personal items must be removed at the end of the event. No personal items can be held in the clubhouse after the event concludes. \*Arrangements for Weddings to drop off décor and alcohol may be scheduled for the day before.\* All other events must drop off décor within the timeframe of the rental agreement and contract.
- The Booking Party cannot hold Swan Lake Resort or At Last Events responsible for failure to provide the basic facilities and services due to emergencies, pandemic regulations, government lockdowns, catastrophes, excessive weather, or interruptions of public utilities. Swan Lake Resort and At Last Events will allow you to reschedule when possible. If an Act of God were to occur preventing the event from taking place as scheduled, Swan Lake Resort and At Last Events will allow for the event to be rescheduled, pending availability, with no penalty. Changes in date after booking or cancellations due to inclement weather or change of heart will not be

considered for refunds but rescheduling the event will be allowed on a case-by-case basis dependent upon availability. **Additional fees or loss of original deposit may result.**

- **The First Venue Deposit is non-refundable Retainer.** The venue Retainer will be 50% of the total rental fee. For Weddings and larger events, the remaining 50% will be due 8 weeks before the event. For smaller events (Non weddings of 30 people or less), the remaining balance will be due 4 weeks before the event. If the event takes place less than 30 days of booking, then the entire balance will be due in full the day it is booked. If you cancel your event at anytime your first deposit is non-refundable retainer. If you cancel your event 90 days out from you event date all deposits made to us are Non-refundable. We will honor postponements on a case-by-case basis dependent upon availability. Postponements are subject to any price increases which have occurred during the timeframe, a new contract will be drawn up and your original date will be forfeit.
- A security deposit **may** be required for Larger events such as weddings, Events where the Majority of the guests are under the age of 21 or the guest list exceeds 40. The security deposit will be returned to you approximately 2-4 weeks after your event. (Forfeiture of your security deposit would be for damage to the interior or exterior of the venue, excess amount of trash left behind, non-payment of venue fees, destruction of property, etc.) If a Security deposit is required the amount would be \$1,000 (Cash or Cashiers Check) and due 14 days before your event is set to take place.
- **Event insurance is required for all events unless otherwise agreed upon in written form. \$500,000/\$500,000 Liability Coverage is needed plus Alcohol Consumption Coverage if planning on serving Alcoholic beverages at your event.** Event insurance is required for all Weddings, Events where the majority of the guests are under the age of 21 and Events where the guest list exceeds 40 people. (\$500,000 General Liability coverage. Alcohol consumption included in coverage if you will be serving alcohol at your event.) \*We can recommend companies for you to use\*
- A set up, breakdown, cleaning & trash removal fee will be added to all events. The cost of this fee is dependent upon the type of event, amount of setup required, guest count and anticipated amount of cleaning required. Any excessive amount of cleaning required will be subject to additional fees and billed to the renting party.

- Maximum guest count is 98 people. There is no minimum guest count for rental of the venue.
- **All Children and Young Adults under the age of 21 must be supervised at all times. No running, yelling or horseplay inside the venue, on the patio, dock or roads will be tolerated in any capacity. If parents or guardians fail to keep minors under control, then they will be asked to leave the venue.**
- The Client is responsible for all guests attending the event. Any damage or loss resulting from the event attendees will be billed to the reserving party.
- No horseplay or rowdy guests will be tolerated in any capacity. Police will be contacted if the event or guests get out of hand. Swan Lake is not responsible for anyone getting hurt in anyway due to noncompliance.
- Any intoxicated guests are the responsibility of the reserving party. If at any time Swan Lake Resort or At Last Events Staff deems alcohol consumption to be excessive the staff has the authority to close down all alcohol service. Police will be contacted if intoxicated guests do not cooperate with venue's onsite manager and the party will be shut down.
- We require all events with over 15 guests and serving alcohol hire a licensed, insured and trained bartender.
- Any guests being destructive or deemed unruly will be asked to leave or will be forcibly removed from the property by police.
- Consumption of Alcohol by minors is strictly prohibited.
- All children and guests under 21 need to be supervised by parents or guardians at all times and in all areas of the property. We recommend any children 12 and under stay clear from the lake due to water hazard and risk of drowning. Swan Lake and At Last Events are not responsible for non-compliance of these warnings and if rules are not taken seriously.

- You will be hosting your event around a water hazard and in a wooded natural setting. This is at you and your guests own risk. Swan Lake and At Last Events hold no responsibility for illnesses, injuries or death of yourself and your guests resulting from the water hazard, local plants, trees, insects and wildlife. Hosting your event in this setting is at you and your guests own risk.
- No swimming in the lake in any capacity.
- Alcohol and décor may be dropped off the day of the event unless otherwise agreed upon. \*Weddings are the exception to this rule\*
- Smoking or Vaping is only allowed in outside designated smoking area (Out front of venue) and all cigarette butts must be disposed of appropriately. Any cigars may be used on back patio, but clients **must** provide ash trays and they **must** be used. If noncompliant, cleaning up cigarette butts and a damage fee may be added if there is any litter or any furniture/property is damaged due to ashes and butts not being disposed of properly.
- **All Vendors, Rentals and Decor must be approved by At Last Events prior to you hiring them and prior to the day of the event.** No Wedding, Event or Party Planners, Coordinators or Decorators may operate in any capacity any time at Swan Lake.
- All vendors working on site must be licensed and insured. \*Officiants and family members providing services are the exception to this rule\* Damage done by these non-insured/ friends/family vendors is the clients responsibility.
- All wedding and event vendors who arrive or show up to the property are required to have general liability insurance. A minimum coverage should have a limit of \$1,000,000 per occurrence is required. Proof of insurance before the day of the event is required from each vendor.
- At Last Events will provide you a list of recommended Professional Catering Companies and vendors to use for your event. Renters may bring in their own food and beverages themselves if professional Caterers are not desired.

- All leftover food, drinks and decor must be removed at the end of the event. All Events must end at 9:00pm at the latest due to noise ordinance.
- All Décor must be discussed with and approved by Swan Lake Resort and At Last Events prior to the day of the event. Any décor used outside must be pre-approved and biodegradable due to wildlife. No décor may be attached to the interior walls or exterior of the building.
- No Silk or Fake Flower Petals/Leaves, No Colored or Dyed Water, No Dyed fresh or dried Rose Petals (We allow fresh or dried White and light Pink Rose Petals) No Aisle Runners, Balloons with confetti inside, confetti or glitter in any form can be used anywhere on property and for any event. \*These items dye our floors, dye our furniture and pollute the lake\* No Floating Sky Lanterns, Balloon Releases, Bounce Houses, Mechanical Bulls or dunk tanks may be used anywhere on premises. We must pre-approve any décor that is used outside near lake. Must be biodegradable and a natural color.
- The Pool Table and Bar in the Clubhouse must remain in those designated places. Other smaller pieces of furniture may be shifted within the Clubhouse if desired. **We ask that No Children under the age of 18 use the pool table.**
- Drop off and pickup of rentals before and after your event must be coordinated with At Last Events. Only Weddings may drop off any décor or items the day before. All other events must work within the rental time frame. We no longer allow outside Tables or Chair rentals. We now provide these as part of your rental package.
- All décor and rental items must be removed at the end of your event. No décor or rental pickups at a later date will be considered due to multiple events possibly taking place during the same week or weekend.
- Nothing may be attached to the ceilings or walls without explicit written permission from Swan Lake Resort and At Last Events. All Decorations must be placed and removed without leaving any damage to the venue and be pre-approved.

- All Candles or open flames must be enclosed in proper glass globes, cylinders, or candle holders. **Candle can not be taken out of holders at anytime for any reason. Spilled wax is extremely difficult to remove from furniture and floors.**
- No fireworks or Pyrotechnics can be used on site.
- Sparklers may only be used on the beach area and under the Supervision of At Last Events and scheduled for use at a certain time. The use of sparklers must be approved by At Last Events & Swan Lake Prior to the day of the event. Sparklers must be extinguished and disposed of properly and only used at a designated time. All Children must be with a parent to use sparklers. We are not responsible for any burns or injuries due to their use.
- DJ's must use clean versions of songs during the event due to the music being amplified.
- Music must be turned down to a moderate level by 8pm and turned off by 9pm. All Events must end by 9pm. No exception will be considered due to a noise ordinance with the town and Swan Lake Property.
- Subwoofers and/ or high levels of Bass are not permitted nor are they necessary at this venue.
- At Last Events and Swan Lake Resorts have the final say over the volume of the music.
- Use of any food trucks, bathroom rentals, or elaborate vendor set ups may occur additional fees of \$100-\$150 per vehicle and item. Two Food Trucks/ Bathroom rentals max occupancy. \*Dependent upon event and how long trucks will be onsite\* Must be pre-approved by At Last Events prior to you hiring the vendor and prior to you hosting your event.
- We have no control over the wildlife on property including but not limited to the animals, bugs, trees, lake, wind, sun exposure, Hot/Cold Temperatures and plants. We are a venue on the lake in the woods and we often have bugs and animals in the area. These are all things we have no control over. We always recommend bug spray for yourself and your guests. Keeping the doors of the venue closed helps keep bugs at bay and the interior

temperature controlled. Keeping the glass doors open may require us to turn off the air conditioning/Heat as it will not operate properly.

- Wedding ceremonies could be changed or moved from the dock to the patio if high winds or inclement weather is present.
- For the Airbnb's: We only recommend the bride, groom and parents of the bride or groom rent the onsite Airbnb's. They have strict noise rules and other regulations. We emphasize that the Swan Lake Property as a whole is a quiet place for all onsite guests to relax. As you and your group are all guests on the property you are all expected to respect others onsite including our onsite residents.
- You cannot host any parties or events at the Airbnbs. It is strictly prohibited. No music or loud conversations can be held outside or on the deck after dark at the rental homes.
- You must have approval from the Airbnb Host to have any guests that are not listed on the reservation.
- Speed Limit through the community is 15 miles per hour
- No Unnecessary Honking of horns from you or any of your guests upon arriving, driving through or exiting the Swan Lake Community or Property.
- Do not walk through or in between other cabins or homes. Each home has it's own property and you will be trespassing if you cut through their yards.
- No Parking in front of any other homes or on their grass. Only 2 vehicles max allowed at the Airbnb.
- No Weapons or Firearms allowed in any capacity on Swan Lake Property.
- No Drugs, including Cannabis in any form is allowed to be used or served on property.

The Property I rent will be returned in the same condition in which it was rented, and I will be responsible for all damage or loss that occurs during my rental period. I am responsible for all of my guest's safety and behavior during my event and anytime we are on property. I understand that the Lake is a water hazard, and I am responsible for myself, all of my guests and their safety near the water and on the Swan Lake Property.

I agree to all rules on all pages of this document and will abide by them and make sure all of my guests and vendors abide by them.

I agree to hold harmless and to indemnify Swan Lake Resort, At Last Events, LLC and its directors, officers and Staff against all loss, damage, expense and penalty on account of personal injury or property damage to the undersigned or to any minor child or children in the charge of the undersigned, howsoever rising, whether by act or acts or failure to act of the employees or animals of said company or not.

I acknowledge receipt of the property in good order and conditions and further agree that Swan Lake Resort, At Last Events, LLC and their board of directors, officers and staff shall not be liable for consequential damages of any kind or nature from whatever cause arising, whether property or equipment is loaned or rented.

I enter into agreement freely with Swan Lake Resorts and At Last Events, LLC at my own risk, acknowledging the risks inherent in outdoor and river/lake activities and assume any and all responsibility for myself, my guests and the minor children in my charge.

All parties agree to and will comply with Federal, State and County pollutions laws and any other applicable laws and regulations.

I understand the rules, regulations and rental conditions for the Swan Lake Resort Clubhouse and surrounding property. The sole responsibility for my safety as well as the safety of my invited guests lies with me. In agreeing to this, I acknowledge that outdoor, water activities and exposure to natural elements and animals can be dangerous and sometimes result in injury and even death. Water facilities contain inherent risks, animals and insects can threaten and infect, or injure, exposure to the elements can cause hypothermia, sunburn among other risks inherent in being outside for outdoor and water activities. Alcohol and/or drugs do not mix with safety of any outdoor activities.

I certify that I am over the age of 18 (and assume responsibility for those in my care under the age of 18). I hereby assume all legal responsibility for bodily injury to myself or any other persons and property as a result of my visit to Swan Lake Resort and use, operation or possessions of equipment hired or loaned to me. Acknowledging this, I accept complete



responsibility to myself and the minors in my charge and a visit to Swan Lake Resort to engage in activities or events at Swan Lake Resort is at my own risk.

I will abide and accept all rules, regulations, and rental conditions.

Client's Name(s)\_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

At Last Events, LLC : \_\_\_\_\_

Date:\_\_\_\_\_