

Haywood Hall House and Gardens Deposit and Refund Policies

Deposit and Payment Policy for all Rentals: Haywood Hall will hold a potential booking date for 10 days. To book your event, a 50% non-refundable deposit is due upon signing of the contract at the end of that 10-day period. The remaining balance is due 90 days before the event. For rentals arranged less than 90 days in advance of event date, full payment is due with completed contract.

Deposit and Payment Policy for Cancellation & Refund Policy: All cancellations must be in writing. If cancellation occurs more than 120 days prior to event date, the deposit can be transferred to future booking within the same fiscal year or it is retained by Haywood Hall. If cancellation occurs between 120-61 days prior to event date, the full deposit is retained by Haywood Hall and any additional payments made will be returned to the renter. If cancellation occurs 60 days or less, all payments will be retained by Haywood Hall.

Inclement Weather: If in the sole discretion of Haywood Hall weather conditions do not permit opening the house and/or gardens or do not permit keeping Haywood Hall open during the time of a scheduled event, the event can be rescheduled within the same fiscal year.

Haywood Hall Mandatory Closure: In the event of an emergency, as determined by Haywood Hall, government officials, or any other entity authorized to advise on emergency situations, including, but not limited to, any situation that could affect the safety of any guest on Haywood Hall property or any other circumstances beyond the control of Haywood Hall that would limit access to or use of the facility, Haywood Hall will provide a full refund of any amount already paid by the renter, which shall be the limit of any liability for such cancellations.

Security & Damage Policy: The cost to repair any damage caused by you, your vendors or your guests will be deducted from your security deposit. You will receive an itemized statement and notification prior to processing.

Signed and dated by Renter and Haywood Hall:

Renter/date

Haywood Hall signature/date

Effective for all 2020 events and forward.