

## SCHEDULE C

### POLICIES AND GUIDELINES

The Dunafon Castle  
Owned by Castle Springs Manor, LLC  
24020 Hwy. 74, Idledale, CO 80453.

The Dunafon Castle serves as a private residence and with a mission to restore the Castle back to its original charm and beauty, the owners must insist that the Policies and Guidelines be followed.

We appreciate your attention to our policies and guidelines and we truly look forward to sharing the magic of The Dunafon Castle.

#### 1. **Hours**

For special events held at The Dunafon Castle, the hours available for guests to preview the facility are Monday or Wednesday 9 am – 5 pm. All site tours must be made, in advance, by contacting Diana Anderson, Marketing Consultant, DES International 720-528-4023 or 303-475-0038 (cell) or Annette Gilman, Charity Events Manager for The Dunafon Castle 303-841-2968 or 303-378-1533 (cell).

It is the policy at The Dunafon Castle for all evening events to be concluded and all guests gone from the property by or before 12:00 am. The last call for alcoholic beverages must be no later than 1 hour before end of event. The last song played by bands or DJ's must be no later than 11:30 pm.

#### 2. **Children**

While children are not excluded from attending special functions held at The Dunafon Castle, it is important for guests to understand the nature of the facility and understand that they will be responsible for continuous supervision of minors in consideration of the trout ponds and water features that surround the property. Children under 12 years of age must be supervised at all times by a designated person. In the event that no designated supervisor is available; children under 12 years of age must leave the Castle grounds by sundown.

#### 3. **Alcohol**

Guests are informed alcohol is to remain within The Dunafon Castle property. Serving alcohol to minors is prohibited at any event. The Dunafon Castle reserves the right to remove anyone from the premises who is suspected of being intoxicated and poses a threat to others or to the property of The Dunafon Castle.

4. **Parking**

Guests are not permitted to self-park. Valet attendants will be made available to guests for special functions booked at The Dunafon Castle or, in the event that attendance exceeds parking capacity, alternate arrangements will be made by the host of the event.

5. **Food and Beverages**

Food and beverages will be allowed only in designated areas. No outside food or beverages shall be allowed at any time.

6. **Smoking**

Smoking is not permitted anywhere inside The Dunafon Castle. Smoking is permitted only in designated outside areas.

7. **Animals**

Pets, with the exception of Guide Dogs, are not allowed at The Dunafon Castle without prior written approval.

8. **Admittance**

The Dunafon Castle is proud to offer our guests an environment of heightened security in order to ensure enjoyment of the event by all invited attendees. As such, invitations or tickets and executed Waiver cards are required for admittance to the event. Please present your invitation(s) or ticket(s) and executed Waiver form(s) when checking in at The Dunafon Castle.

9. **Waiver**

The Dunafon Castle serves as a private residence and as such we must ask all attendees to sign a Waiver of Liability form prior to admittance to the event. Please present your signed waiver form upon checking in at The Dunafon Castle. If no form has been signed in advance, waiver forms will be available for signature upon arrival at The Dunafon Castle.

**I/We have read and guarantee that all attendees at our event will abide by the Policies and Guidelines of The Dunafon Castle. Failure to do so by any attendee shall result in forfeiture of the security deposit.**

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Client

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Client

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Owner, The Dunafon Castle, Owned by  
Castle Springs Manor, LLC

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