

EVENT CENTRAL LLC FACILITY RENTAL CONTRACT

(Revised 9/2018)

9912 Hosier Street, Newport News, Virginia 23601 ~ 757-873-1244 ~ eventcentralvainfo@gmail.com

*****NO LIVE FLAMES ON CENTERPIECES _____ NO GUM ON CANDY STATION _____ NO GLITTER or CONFETTI ANYWHERE IN FACILITY _____ *****
EXCEPTION FOR BIRTHDAY CAKE CANDLES and CANDLES ON UNITY IN CHAPEL ONLY

INSTRUCTIONS

1. Fill in all blanks on contract.
2. Circle the rental packages/rooms.
3. Initial at the beginning of each policy reading and agreeing to policy.
4. Circle yes or no, for alcohol during event. Liquor license required.
5. Sign and date contract.
6. Payment on contract is required to secure date.

Event Date: _____ / _____ / _____ #ofGuests _____

Type of event _____

Guest(s) of Honor: _____

Coordinator _____ Colors used _____

BANQUET ROOM (per day) (10am – 12midnight) 1,2,3, and dressing rooms \$1000. day	BANQUET ROOM (per hour) 3 hour minimum 1,2,3, and dressing rooms \$100. Hourly	Banquet Room (100+12headTable+2king/queen chairs on stage) Lounge (comes with items listed in this contract) Kitchen (comes with items listed in this contract) Dressing Rooms (upstairs - comes w/items listed in this contract)
CHAPEL & SOCIAL HOUR AREA (1/2 day) 5 consecutive hours \$400. Per 1/2 Day (5hours)	CHAPEL & SOCIAL HOUR AREA (per hour) 2 hour minimum \$100. Hourly	Garden Chapel (seats 100 and includes beautiful décor as is) Social Hour Area (comes with items listed in this contract)

Event Central LLC agrees to rent to listed responsible party the room(s) and/or area(s) indicated above.

By signing below, responsible party agrees to be bound by all policies in this contract. Responsible party takes sole responsibility for any damage to responsible party self, responsible party's property, any actions of their attendees, intoxicated guests, attendees' property, any damages to Event Central property, whether inside or outside building, and whether before, during, or after event times. Responsible party will provide a safe alternative for intoxicated guests to arrive to their destination. Responsible party also releases Event Central LLC and its' owners of all the responsibilities stated in this paragraph and agrees to pay for damages to Event Central LLC property, to self, and to attendees self or property.

Responsible Party Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Client Signature _____

Date _____

EC Rep. Signature _____

Date _____

OFFICE USE ONLY - Room Charges:

Banquet Setup Time _____ to _____

(Client/Vendor Setup, such as....Décor, Caterer, DJ, Cake, Etc.)

Banquet Event Time Arrival _____ Departure _____

Banquet Cleaning Time Start _____ Lock Up _____

(Last hour is client/vendor load-out & cleaning, such as....décor, caterer, DJ, cake, etc.)

Chapel Time Guests Arrive _____ Guests to Banquet _____

Ceremony Time _____ (Showroom closes at 2pm on Saturdays.)

_____ X \$100. Hourly chapel = _____

Day Hours _____

_____ X \$400.(1/2 day/5hr) chapel = _____

Day Hours _____

_____ X \$100. Hourly Room 1,2,3 = _____

Day Hours _____

_____ X \$1000. 10a-12a Room 1,2,3 = _____

Day Hours _____

Walk through on: Room Rental Fee = _____

Day: _____ Cleaning fee= 250. (see policy)

Time: _____ Table/chair setup= _____

TOTAL FEES = _____

DATE	PAYMENT (CASH or CARD 3%FEE)	BALANCE

Final payment & guest count due (15 days prior to event.)

ROOM LIST AND SUPPLIES

The room rental fee covers the use of facility and the following items.

Banquet/Room 3	Lounge/ Room 2 & Hall	Kitchen/Room 1	Dressing Room	Garden Chapel & Social Hour Area
100 guests 12 head table 2 king/queen chairs on stage	Moving furniture not allowed.	Warming only. Dry heat tables remain in kitchen.	upstairs	Earliest ceremony time will be 3pm.
-dance floor (cannot be moved) -dj booth w/ 6' table, lights -gift table w/ 8' table w/black & white tablecloths, lighted LOVE sign, and framed gifts/card sign -cake table 2level square table with white skirts & light -stage w/ 2 white king/queen chairs -glass top table dressed in white on stage -white backdrop w/lights and crystals -2columns with crystals and lights -12 white padded chairs (head table) -3/6' rectangle head tables (head tables) -11/60" round tables (8 per table) -2/48" round (6 per table) -100 gray padded guest banquet chairs	1 couch 1 loveseat 2 single chairs electric fireplace dvd player tv (no cable) 2 glass end tables with lamps HALL: 1 rolling bar 1 white cooler 1 trash can	oven freezer stove top refrigerator 1- 6' tables draped in black 1 - 4' table draped in black 3 trash cans on rollers (trash bags are provided) 2 dry heat tables w/4 wells each are provided with lids We no longer use wet heat.	Dressing room available upstairs only when booking the banquet facility. Event Central is released of ANY and ALL liability and injury resulting in the use of the dressing room Including, but not limited to theft and/or falls down the stairs.	alter décor aisle décor 100 white chavari chairs Social Hour Area cocktail tables dressed w/linens and centerpieces selfie photo area

1. PAYMENTS AND CANCELATION POLICY

35% of total is 1st payment upon booking and remaining balance 15 days prior to event date. Contract void and all payments forfeited, if not paid by due date. Payments for facility rental are CASH or CREDIT/DEBIT CARD (card must belong to client on contract). 3% surcharge for cards is charged by the card company. **No refunds. Contract cancelled 60 days or more from date of event, credit issued toward rentals at Event Central. Contract cancelled within 60 days of event date, no credit and payments are forfeited.** Rescheduling must be done 61 days or more before the event. Reschedule date is not available, the above policies apply. Starting event later than contracted does not allow staying later, unless additional hours are purchased at \$100. an hour. If event is over and cleaning is finished, doors will be locked and all individuals are required to leave, regardless of time on contract. No refunds.

Use of chapel sound equipment is charged at \$25.00 an hour.

Event Central LLC is not responsible for loss of power, water, heat, or other utilities due to weather, mother nature, or the misuse of such utilities by attendees.

2. ~ Will this event have alcohol served? ~ YES or NO ~ (Circle the correct answer) Alcohol is not permitted on premise without a posted liquor license by the responsible party on this contract. Consuming alcohol on Event Central LLC premises without a liquor license will void this contract and event will immediately be shut down, all guests will be instructed to leave, and clean-up must be completed immediately. No refunds will be issued. ABC permit must be posted next to bar. Selling alcohol at Event Central is prohibited. License can be obtained at the ABC office. 4907 W. Mercury, Newport News, 757-825-7830.

3. Additional décor for the event may be rented from Event Central LLC under a separate contract at 10% OFF regular rental prices.

4. Event Central will bring in tables and chairs for day of event. There are 12 head table white folding padded chairs, 100 grey/brown banquet guest chairs, 3 -6ft rectangle, 11 – 60" rounds, and 2 – 48" rounds available for client use. It is client's responsibility to arrange tables and chairs as desired and restack at end of event, unless staff has been hired to do so at \$100. Stage, king/queen chairs, cake table, gift table, bar, furniture in lounge, dj stand, and buffet tables must remain in their current locations. Kitchen/loading and front doors will be unlocked at beginning of setup time. Client will be responsible for opening garage door when they desired and it must remain open until lockup time. Security garage door will close at lockup time designated on contract.

5. DJ must be finished by 11pm or as designated on contract. WI-FI is not available. All rooms cleaned up, décor removed, all guests vacated Event Central premises, and locked up no later than as designated on contract or 12midnight, if contracted. Doors will be locked and lights out at 12midnight. Renter will be charged \$100. hour, if all persons have not vacated the rental area by the end of the contracted time. This fee is NOT prorated. (eg.: stay over a half hour; pay for an hour.)

6. The removal of all personal décor is the responsibility of client. Do not tape, tack, or otherwise attach to the walls. The paint will come off. Use of magnets is permitted on sconces and drop ceiling track only. Command strips are not allowed.

7. All teen parties and public adult events require at least 2 armed licensed/bonded security. All security must be represented in a shirt that clearly states "Security". Please keep all vehicles locked at all times. No guns allowed on premises without a proper permit. No hanging out in the parking lot or behind Event Central buildings, whether adult or minor. NO alcohol consuming in parking lot.

_____ 8. A cleaning fee of \$200. is required. Walk through is performed 15 minutes prior to contracted rental time to show client where to find cleaning supplies, if needed, light switches, etc. Cleaning company will arrive at time designated on contract to begin cleaning. Client is responsible for removing all trash from all rooms/floor and taking to trash dumpster in parking lot, and all personal décor, food, and gifts during the hour of cleaning and be vacated by lockup time. If client has rented décor from Event Central, those rentals are the client's responsibility to remove and repack as stated on décor rental contract, unless other arrangements have been made. It is client's responsibility to restack chairs and put tables on their sides at end of event. \$50. cleaning deposit will be refunded on Monday morning as long as all trash is removed by cleaning company's criteria and there are no other issues to be resolved.

_____ 9. Responsible party agrees to be solely responsible for any damage/loss and/or missing items of Event Central's property AND the client's personal property or any injuries to or by your guests or group. Responsible party also agrees to be solely be responsible for and pay any costs associated with any injuries, liabilities, and/or legal suits initiated by or for their guests and/or any attendee at their event for any situation occurring during their event or the use of Event Central property, including, but not limited to any falls and/or ALL injuries to self and ANYONE attending event. It is suggested renter purchase event insurance. If renter does not purchase insurance and a loss of any kind to products or property, regardless of fault occurs, renter agrees to fully release Event Central LLC and its' representatives of any responsibility and or cost of loss of damages due to that loss, whether property or on person. These statements apply whether inside building or outside on Event Central property. Client agrees he/she is responsible for any damage or missing items that occur to the rented premises resulting from any reason, whether intentional or unintentional (eg.: broken windows, chairs, etc.). Replacement cost of property is due and payable at time of event end. By contracting Event Central's facility, you are responsible for the actions of those you include in your event and must follow and enforce all facility and city regulations with your guests, family, hired vendors, etc.

_____ 10. Smoking is permitted outside of facility. The renter will notify Event Central of any illegal activity witnessed in or around rented Event Central LLC premises. Do not allow guests to hang out in the parking lot or behind the building. Fire extinguishers are supplied in the common areas and must be used without negligence, misuse, blocked, or removed from premises. Absolutely no hazardous materials are permitted in or around rented premises. Renter must not block fire exits. Pets are not allowed in rented premises other than service animals.

_____ 11. Renter will be responsible for any fine imposed on the landlord due to renter's negligence to follow Event Central policies or the policies governed by the City of Newport News (eg.: noise ordinance).

_____ 12. If renter violates any part of this rental agreement he/she will be considered in breach of contract and it will be at the sole discretion of an Event Central LLC representative to terminate or continue with this contract, even if violation occurs during the event. This contract shall be governed, construed and interpreted by, thru, and under the laws of the state of Virginia.

_____ 13. By signing on page 1 of this rental agreement AND/OR initialing policies, the client/renter/responsible party certifies that he/she is at least 18 years of age and has read, understood, and agrees to comply with all of the terms, conditions, rules, and regulations of this rental agreement. If suit transpires from the use and/or occupancy of Event Central building, any suit must be initiated in Newport News Civil District and client is responsible for ALL Event Central attorney's fees and the attorney's fees for any attorney hired in the matter, whether by client or outside party and no matter outcome of suit.

