

**EVENT CENTRAL LLC ROOM and/or CHAPEL RENTAL CONTRACT**  
**9912 HOSIER STREET**  
**NEWPORT NEWS, VA 23601**  
**757-873-1244**  
[eventcentralvainfo@gmail.com](mailto:eventcentralvainfo@gmail.com)

Coordinator: \_\_\_\_\_

Banquet Room: \_\_\_\_\_

Chapel: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_

**INSTRUCTIONS**

1. Initial at the beginning of each policy that you have read it and don't have any questions.
2. Initial whether you will be cleaning each room or hiring Event Central staff.
3. Circle yes or no, whether you will be having alcohol, which requires a liquor license.
4. Fill in all applicable blanks.
5. Sign and date contract.

**NO LIVE FLAMES OR GUM ALLOWED, EXCEPT FOR BIRTHDAY CAKE CANDLES, CHAFER BURNERS, & UNITY.**

Event Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ # Guests: \_\_\_\_\_ (Max. 100 guests+2 stage+12 head) Type of event: \_\_\_\_\_

Guest(s) of Honor: \_\_\_\_\_ Colors being used for decor \_\_\_\_\_

RATES	ROOM		
	Banquet Room, Lounge, & Kitchen	\$100.00 Per Hour <b>OR</b> \$800. 2 Day Rental - Day 1 (10am-5pm) Day 2 ( 8 Hours)	
	CHAPEL with Banquet Room Rental	2 Day Rental - Day 1 (2 Hour Rehearsal) Day 2 (4 Hours) - \$200.	
	CHAPEL without Banquet Room Rental	\$100. Per Hour	
	Holidays – Any Room	Same - Double above rate	

**Kitchen** is a warming kitchen. No cooking is allowed, only warming already cooked food.

**Lounge** is a foyer/sitting room includes furniture. (Furniture cannot be moved.)

**Banquet Room** is a banquet room with round guest tables, stage, rectangle head tables, chairs, and dance floor. WI-FI is not available.

This room accommodates up to 100 guests and 2-12 at the head table. Buffet tables are left in the kitchen and cannot be moved to the banquet room.

**Garden Chapel** is seated for 88 guests. The use of our sound system requires our representative for \$50.00 an hour.

*Event Central LLC, 9912 Hosier Street, Newport News, VA 23601 agrees to rent to listed responsible party the room(s) marked above. Responsible party, all guests and/or attendees of event agree to be bound by all following guidelines below and understand that all payments are due by due date listed. No credits will be given for payments made, if contract is cancelled within 60 days of event date.*

*Responsible party listed on contract is solely responsible for any damage to self, Event Central property, responsible party's property, and/or others and any other damages that may occur. Responsible party is also responsible for paying for any damages that occur to Event Central's property during said event, whether inside or outside. By signing below you are taking full responsibility for you and your guest's actions. You are also taking full responsibility for any intoxicated guests and their actions.*

Client/Renter/Responsible Party -  
 Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone( \_\_\_\_\_

Email \_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

EC Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY:**

**Room Charges:**

_____	X _____	( _____ ) = _____
Day	Hours	\$ Per Hr. Room
_____	X _____	( _____ ) = _____
Day	Hours	\$ Per Hr. Room
_____	X _____	( _____ ) = _____
Day	Hours	\$ Per Hr. Room
_____	X _____	( _____ ) = _____
Day	Hours	\$ Per Hr. Room
_____	X _____	( _____ ) = _____
Day	Hours	\$ Per Hr. Room

**Event Time:**

Guests arrive at: \_\_\_\_\_ Depart at: \_\_\_\_\_

Ceremony: DAY \_\_\_\_\_ Time: \_\_\_\_\_

\*\* (The showroom does not close until 2pm on Saturdays.) \*\*

**Cleaning Time:** Start time: \_\_\_\_\_ Lock Time: \_\_\_\_\_

Room Fee= \_\_\_\_\_

Walk through on: \_\_\_\_\_ Cleaning= \_\_\_\_\_

Day: \_\_\_\_\_ Other= \_\_\_\_\_

Time: \_\_\_\_\_ **\$TOTAL=** \_\_\_\_\_

**DATE PAYMENT (Cash(5%Disc.) or CC Only) BALANCE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_ 1. 35% of total is 1<sup>st</sup> payment upon booking and remaining balance 15 days prior to event date. Payments for banquet room rental are CASH or Credit Card ONLY. No checks will be accepted. There are NO refunds after payment is made. NO EXCEPTIONS. If contract is cancelled 60 days or more from date of event, a credit can be issued to use toward rentals at Event Central. If client cancels this contract within 60 days of the event date, no credit will be issued and all payments made will be forfeited. If client needs to reschedule, it must be done 61 days or more before the event. We will do our best to reschedule event to a date acceptable to both client and Event Central LLC. If a date is not available, the policies above will apply. You can receive a 5% discount, if you pay cash. Mention this discount when signing your contract and making your first cash payment. Otherwise, discount will not be applied at any other time thereafter.

\_\_\_\_\_ 2. Rooms are rented by the hour or two day rental. Walk through will be done by client 15 minutes prior to event setup time. Kitchen/loading door will be unlocked for load-in purpose at beginning of setup time. Front doors will be unlocked at listed start time of event/guests arrival and locked at listed end time of cleaning. Rent as many hours as are needed for décor setup, the actual event, and clean up. You will be charged the according hourly rate, if you decide not to adhere to the times you contracted. No prorating. Starting your event later than contracted does not allow you to stay later unless additional hours are purchased and available. Payment is expected for any additional time at time of event in cash only. No refunds will be issued for ending early. NO EXCEPTIONS. **\*\***(The showroom does not close until 2pm on Saturdays.)**\*\*** Please keep this in mind when picking the time to use the chapel.

\_\_\_\_\_ 3. **Banquet Room** includes up to 11 - 60" round tables (guests), 2 – 48" round tables (guests), 100 gray padded guest banquet chairs, stage with 2-4 white padded chairs, up to 10 white padded folding head table chairs, 3 - 6' rectangle head tables, 1 - 48" round cake table with backdrop & spot light behind cake, dance floor, and dj booth with frontboard and lights, 1 -6' rectangle gift table draped in black (in service hall), behind head table is backdrop with hanging clear crystals & lights. This room accommodates up to 100 guests and 2-12 people at the head table. Bar (skirted in black) can be moved to banquet room, if there is space to accommodate it.

**Kitchen** includes 8 silver chafers, serving trays, serving spoons, 13 clear, plastic drink pitchers, 2 clear, plastic drink dispensers, 1 – 48" round table draped in black, and 2 - 6' tables draped in black. Buffet tables remain in kitchen. Chafer burners are NOT included with the kitchen.

**Lounge** is a foyer/sitting room includes 1 couch, 1 loveseat, 2 single chairs, and 1 single sitting ottomans, 2 benches, 1 coffee & 2 end tables, fireplace, dvd, and tv (no cable). A slide show of the honored can be created and player through the dvd onto the TV in the lounge. (Furniture cannot be moved.)

**Garden Chapel** includes chairs, aisle décor, unity, 2 mechanical candles, and alter décor. Sound equipment can be used with our representative for \$50. Hr. Event Central showroom does not close on Saturdays until 2pm. At 2pm we will then be able to draw the curtains closed for the social hour outside of chapel.

Additional products for the event may be rented from Event Central LLC under a separate contract at 10% OFF. Clients can bring in their own décor, food, and liquor. A liquor license is required when serving ANY type of alcohol. No real flames or real candles are allowed, except the use of a unity stand in the chapel, chafer burners for chafers in kitchen, and birthday candles on cake. NO EXCEPTIONS.

\_\_\_\_\_ 4. Kitchen items used must be cleaned, dried, and placed back in original location. Any missing and/or damaged items must be paid for by responsible party at end of event time. Buffet cannot be moved into any other rooms.

\_\_\_\_\_ 5. Event Central will setup the tables and chairs in the room according to number of guests expected. Please advise whether you desire an honorary table or head table. Event Central staff will not reposition tables a second time. Round tables are 60"/seat 8 and 48"/seat 6. It is clients' responsibility at walk through to verify room is set with correct amount of chairs and tables. There is an additional fee for Event Central staff to setup your décor or décor you have rented from us.

\_\_\_\_\_ 6. Room capacity is up to 100 guests and up to 12 head/sweetheart tables, but will change depending upon the number of tables desired. The same floor layout is usually used and just the number of tables is adjusted. Floor plan is NOT to scale and tables will be closer than they appear.

\_\_\_\_\_ 7. DJ must be finished by 11pm. All rooms cleaned up, décor removed, all guests vacated Event Central premises, and locked up no later than 12midnight. Doors will be locked and lights out at 12midnight. All clean up must be performed the day and/or night of event. Renter will be charged the hourly rental rate, if your group has not completely cleaned up and vacated the rental area by the end of the contracted time and as contract states. This fee will NOT be prorated. (eg.: stay over a half hour; get charged an hour.)

\_\_\_\_\_ 8. Renter is responsible for cleaning at the end of the event, unless payment has been made to Event Central for our employees to do the cleaning. Walk through must be performed by client 15 minutes prior to unlocking door and before any load in or décor can be done at beginning of event. A walk through will be performed by an Event Central representative at the end of the event also.

<b>KITCHEN</b>	<b>LOUNGE</b>	<b>BANQUET ROOM</b>
1. Wipe and clean all surfaces. 2. Remove all items from refrigerator. 3. Put back all kitchen items after you clean them. 4. Take trash to dumpster in parking lot. 5. Sweep kitchen. 7. MOP kitchen starting at sink and mop out turning off lights.	1. Remove all personal décor and trash. 2. Clean glass tables.	1. Stack chairs 8 together. 2. Take trash to dumpster. 3. Vacuum floor. Use scrub brush on any spots.
_____ initial - CLIENT will do cleaning.	_____ initial - CLIENT will do cleaning.	_____ initial - CLIENT will do cleaning.
_____ initial <b>EVENT CENTRAL</b> will do cleaning for fee.	_____ initial <b>EVENT CENTRAL</b> will do cleaning for fee.	_____ initial <b>EVENT CENTRAL</b> will do cleaning for fee.
<b>Kitchen - \$50.00 cleaning fee</b>	<b>Lounge - \$25.00 cleaning fee</b>	<b>Banquet Room - \$75.00 cleaning fee</b>

Caterer: \_\_\_\_\_ Music: \_\_\_\_\_

Decor: \_\_\_\_\_ Officiate: \_\_\_\_\_

\_\_\_\_ 9. ~ **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. License can be obtained at the ABC office. 4907 W. Mercury, Newport News, 757-825-7830.

\_\_\_\_ 10. The removal of all personal décor put up by me, my guests, or family is the responsibility of renter and/or client on contract. (eg.: items attached to ceiling/lights, etc.) 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. You will need to dress cake table, head tables, and guest tables. Gift and three tables in kitchen are already covered in black tablecloths.

\_\_\_\_ 11. You will automatically be charged above custodial rate, if your group does not leave the areas in the same condition in which it was received by the end of your contracted time. Only if time allows will you be given the opportunity to redo anything not done and/or not cleaned properly to avoid the additional charge.

\_\_\_\_ 12. 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 regulations with your guests, family, hired vendors, etc.

\_\_\_\_ 13. Responsible party agrees to be solely responsible for any damage to or loss of the renter's personal property or any injuries to or by your guests or group. Responsible party also agrees to be solely 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. It is suggested renter purchase event insurance. If renter does not purchase insurance and a loss, 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.

\_\_\_\_ 14. 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). Event Central requires that any music or dj end by 11pm, thus giving time for clean up and or guests vacating premises by 12midnight when doors are then locked.

\_\_\_\_ 15. Security garage door will open at "event time" and must remain open at all times any guests are present within Event Central premises.

\_\_\_\_ 16. Do not use tape, tacks, or other materials on the walls, floors, or ceilings that may damage or leave residue on Event Central LLC property. Magnets are an accepted use for décor.

\_\_\_\_ 17. Pets are not allowed in rented premises other than service animals.

\_\_\_\_ 18. No smoking in rented premises or other areas inside Event Central LLC. Smoking areas are designated by an ashtray outside.

\_\_\_\_ 19. 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.

\_\_\_\_ 20. Fire extinguishers are supplied in the common areas and must be used without negligence, misuse, blocked, or removed from premises.

\_\_\_\_ 21. Absolutely no hazardous materials are permitted in or around rented premises.

\_\_\_\_ 22. Renter must not block fire exits.

\_\_\_\_ 23. **All public adult or teen parties require armed licensed/bonded security. All security must be represented in a shirt that clearly states "Security"**. Renter understands and acknowledges that although Event Central LLC makes every effort to make the premises safe and secure, this in no way creates a promise of security. Please keep all vehicles locked at all times. No guns allowed on premises without a proper permit. Additional security can be supplied at an additional charge.

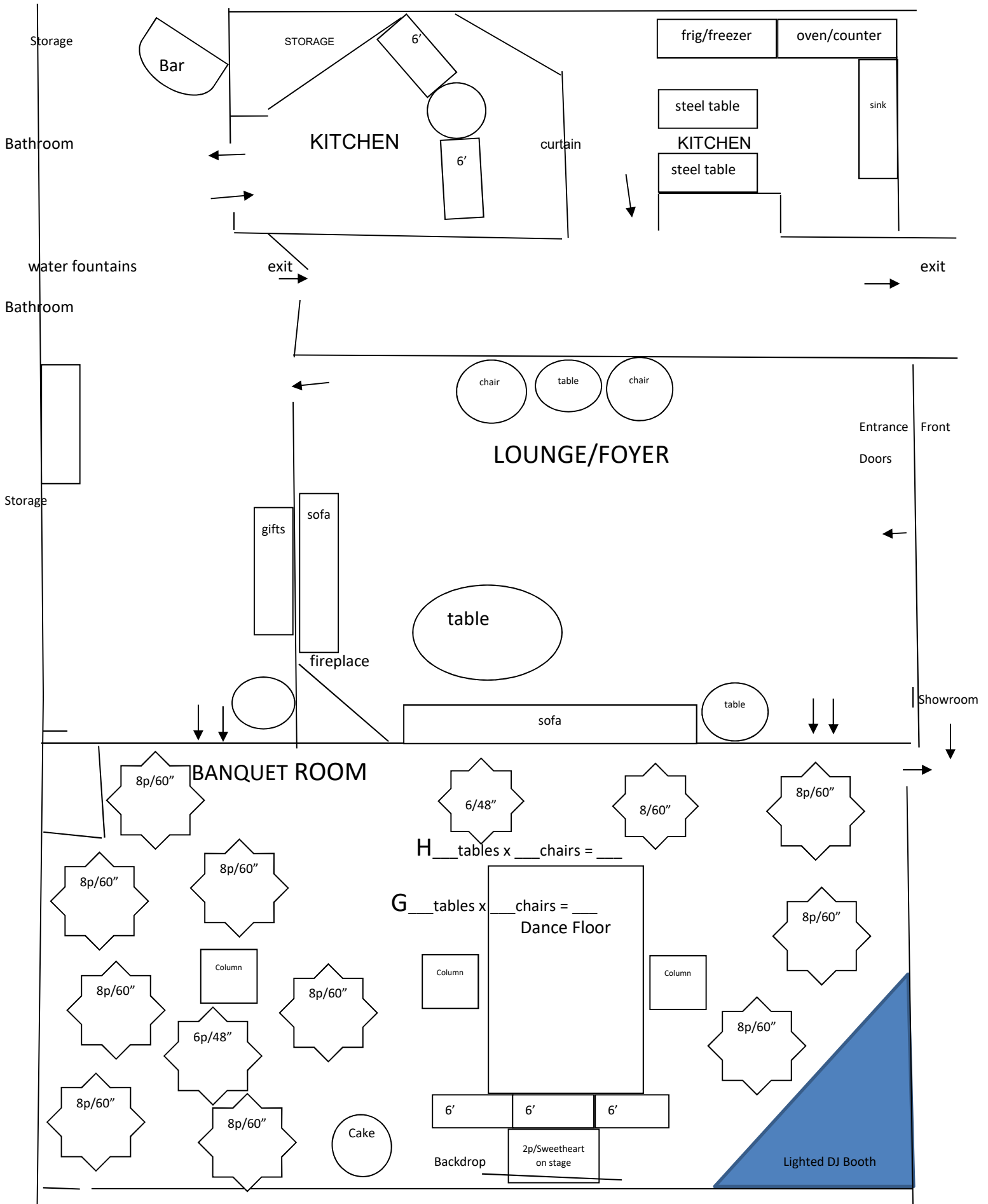
\_\_\_\_ 24. If renter violates any part of this rental agreement he/she will be considered in breach of contract and it will be at the sole discretion of an Event Central LLC representative to terminate or continue with this contract, even if violation occurs during the event.

\_\_\_\_ 25. This contract shall be governed, construed and interpreted by, thru, and under the laws of the state of Virginia.

\_\_\_\_ 26. It is the renter's responsibility to inform and enforce to guests, attendees, family, and vendors of all the above policies.

\_\_\_\_ 27. Event Central LLC will issue NO refunds for any reason after a payment(s) has been made for room(s) rental. If possible, we will do our best to reschedule event, if needed, to a date acceptable to both client and Event Central LLC. 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 your guests and/or vendors. (eg.: your dj should know how much they can plug into one receptacle without tripping the breaker.).

\_\_\_\_ 28. By signing on page 1 of this rental agreement 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.



8p/60"

BANQUET ROOM

6/48"

8/60"

8p/60"

H \_\_\_ tables x \_\_\_ chairs = \_\_\_

G \_\_\_ tables x \_\_\_ chairs = \_\_\_  
Dance Floor

8p/60"

8p/60"

8p/60"

8p/60"

8p/60"

8p/60"

8p/60"

8p/60"

Cake

6' 6' 6'

Backdrop

2p/Sweetheart on stage

Lighted DJ Booth

STORAGE

KITCHEN

frig/freezer

oven/counter

steel table

KITCHEN

steel table

sink

curtain

Bar

6'

6'

exit

exit

chair

table

chair

LOUNGE/FOYER

Entrance Front

Doors

gifts

sofa

table

fireplace

sofa

table

Showroom

Storage

Bathroom

water fountains

Bathroom

Storage