

# EVENT CENTRAL LLC FACILITY RENTAL CONTRACT

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

Event Date \_\_\_/\_\_\_/\_\_\_ #Guests \_\_\_\_\_ Event Type \_\_\_\_\_ Coordinator \_\_\_\_\_ Colors \_\_\_\_\_

Client/Responsible Party Printed Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Event Central Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Event Central LLC agrees to rent to listed responsible party the room(s) and/or area(s) indicated below. By signing above, responsible party agrees that he/she is at least 18 years of age and is 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, sober and/or 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. 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 your 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 using any area of Event Central property. 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. 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/court costs and the attorney's fees/court costs for any attorney hired in the matter, whether by client or outside party and no matter outcome of suit. Client agrees to all statements \_\_\_\_\_ client initial NO live flames in centerpieces \_\_\_\_\_ NO glitter \_\_\_\_\_ NO confetti \_\_\_\_\_ NO gum on candy station \_\_\_\_\_

A	B	C	D	E	F
<b>Event Hall</b> <b>\$100. Per Hr</b> (minimum 3hours)	<b>Event Hall</b> <b>\$1000. Per Day</b> (10a-12midnight)	<b>Social Hour Area</b> <b>\$200. (2hr)</b>	<b>Event Hall Day + Chapel (2hr)</b> <b>\$1200.</b>	<b>Event Hall Full Day + Chapel (4hr)</b> <b>+ Rehearsal Day Prior (1hr)</b> <b>\$1400.</b>	<b>Décor Package</b> <b>\$8.00 per person</b>
Event Hall Kitchen & Lounge	Event Hall Kitchen & Lounge Dressing Rooms	Food Area 10 Backdrops Throne Chairs Benches Chairs Cocktail Tables Couches Fireplace	Chapel Event Hall Kitchen & Lounge Dressing Rooms	Chapel & Event Hall Kitchen & Lounge Dressing Rooms	napkin charger tablecloth runner & overlay sequin chair cap centerpiece w/light includes setting removing tables, chairs, & décor
½ price Mon – Thurs	½ price Mon – Thurs		½ price Mon – Thurs	½ price Mon – Thurs	

## OFFICE USE ONLY - FACILITY TIMES AND CHARGES Hostess? \_\_\_\_\_

### CHAPEL

Rehearsal Day \_\_\_\_\_ Time \_\_\_\_\_  
 Guest Arrival Time \_\_\_\_\_ 30 Minutes Prior to Ceremony Start  
 Ceremony Time \_\_\_\_\_ Saturdays After 3pm/Sundays Anytime  
 Guests to Event Hall \_\_\_\_\_ 15 Minutes Prior to End Time  
 End Time \_\_\_\_\_ Bridal Party to Event Hall

**Package A** - Event Hall Per Hour \$100. x \_\_\_\_\_ hours= \_\_\_\_\_  
**Package B** - Event Hall Per Day \$1000. \_\_\_\_\_  
**Package C** - Social Hour Area \$200. \_\_\_\_\_  
**Package D** - Event Hall Day/Chp2hr \$1200. \_\_\_\_\_  
**Package E** - EventHallDay/Chp4hr/Reh \$1400. \_\_\_\_\_  
**Package F** - Décor \$8.00 per X \_\_\_\_\_ = \_\_\_\_\_  
**Table Chair Setup/Breakdown** \$100. \_\_\_\_\_  
**Janitorial Fee** (facility /required) +\$100. \_\_\_\_\_ \$100.\_\_\_\_

### SOCIAL HOUR

Guest Arrival Time \_\_\_\_\_ End Time Will Adjust if Guests Arrive Early  
 Guests to Event Hall \_\_\_\_\_ 15 Minutes Prior to End Time  
 End Time \_\_\_\_\_ Bridal Party to Event Hall

**Balance Due** \_\_\_\_\_ **TOTAL** \_\_\_\_\_

### EVENT HALL

Setup Time \_\_\_\_\_ to \_\_\_\_\_  
 Guest Arrival Time \_\_\_\_\_ Departure \_\_\_\_\_  
 Cleaning Time Start \_\_\_\_\_ Lock Up \_\_\_\_\_  
 (Last hour in event hall for cleaning FREE to hourly clients.)

**Walk Through** Time \_\_\_\_\_ Day \_\_\_\_\_  
**Final Payment & Guest Count Due** \_\_\_\_\_ (15 days prior to event.)

### PAYMENTS

DATE	PAYMENT(CARD 3% OR cash)	BALANCE
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FINAL COUNT**/Tables \_\_\_\_\_ X Chairs \_\_\_\_\_ = \_\_\_\_\_ Guest Count

**Cover "LOVE" sign?** NO SILVER GOLD

**Does this contract have rentals from Event Central?** YES NO **Is Event Central installing & removing?** YES NO

## **PAYMENTS, CANCELATION POLICY, ADDITIONAL TIME**

35% of total is 1<sup>st</sup> payment upon booking and remaining balance 15 days prior to event date. Event Central will void contract and all payments will be forfeited, if not paid by due date, unless other arrangements are posted on this contract. 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.** Cancelling or rescheduling may be done 61 days or more before the event. Cancelling within 60 days of event forfeits all payments. Cancelling 61 days or more before event will convert contract to Event Central store credit. Reschedule date is not available, the above policy applies. Starting event later than contracted does not allow staying later, unless additional hours are purchased at \$100. an hour. Event Central LLC is not responsible for loss of power, water, heat, or other utilities due to weather, mothernature, or the misuse of such utilities by attendees. The no refund policy will apply. Renter will be charged \$100. hour, if all persons have not vacated the rental area by the end of the contracted time.

## **CHAPEL EQUIPMENT**

Use of chapel sound equipment and décor is available at no charge, but is not guaranteed. Chapel seats 88 in dark wood pews w/aisle and altar décor.

## **ALCOHOL AND OUTSIDE FOOD**

Outside food is permitted. No cooking is allowed, only warming. Will this event have alcohol served? ~ YES or NO ~(Circle the correct answer) Alcohol 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 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. Responsible party on this contract is fully responsible for all guests, whether intoxicated or not intoxicated. No hanging out OR consuming alcohol in the parking lot or behind Event Central buildings, whether adult or minor. Alcohol license may be applied for at the ABC office. 4907 W. Mercury, Newport News, 757-825-7830.

## **SETTING TABLES AND CHAIRS**

Client is responsibility for setting up tables and chairs as desired and restacking at end of event, unless staff has been hired to do so at \$100. Event Central will provide tables and chairs for day of event in the quantity requested. Kitchen/loading and front doors unlocked at beginning of setup time. Client responsible for opening garage door when they desire and it must remain open until lockup time. Security garage door will close at lockup time designated on contract. The furniture provided with facility is not to be moved. All buffet/dry heat tables remain in kitchen. Do not setup food tables or drink stations in banquet room or lounge.

## **DJ and/or DJ BOOTH**

DJ must be finished by 11pm or as designated on contract. WI-FI is not available.

## **TIMES AVAILABLE**

Clients rent the facility for the number of hours needed to complete setup, event, and cleanup. Rooms cleaned up, décor removed, guests vacated Event Central premises, and locked up no later than designated time on contract. Times are not prorated. The latest time DJ can play is 11pm. Doors must be locked and lights out at 12midnight.

## **PERSONAL DÉCOR**

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.

## **SECURITY AND PERMITS**

All teen parties and public adult/teen events require at least 2 armed licensed/bonded security at clients expense. All security must be represented in a shirt that clearly states "Security". Client must advise Event Central of contracted security company when paying final payment. 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.

## **SELLING TICKETS AND/OR ALCOHOL**

A promoter's license is required to sell tickets to any event at Event Central. Event Central is not responsible for proper permitting of event and will not do refunds in the case of violation and/or shut down.

## **JANITORIAL FEE**

A janitorial fee of \$100. is included on each contract to clean the facility. Client is also responsible for removing trash from all rooms and floor AND taking trash to dumpster in parking lot, stacking chairs, rolling tables, removing personal décor, food, and gifts during the hour of cleaning and be vacated by lockup time. Walk through is performed 15 minutes prior to contracted rental time to show client where to find cleaning supplies, light switches, etc. Cleaners will arrive at time designated on contract, turn on lights, and begin cleaning list. Janitorial fee is not refundable. The cleaning hour at end of event is free to hourly clients. If event is over and cleaning is finished, doors will be locked and all individuals are required to leave, regardless of time on contract.

## **RENTALS**

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 and paid.

## **EVENT INSURANCE**

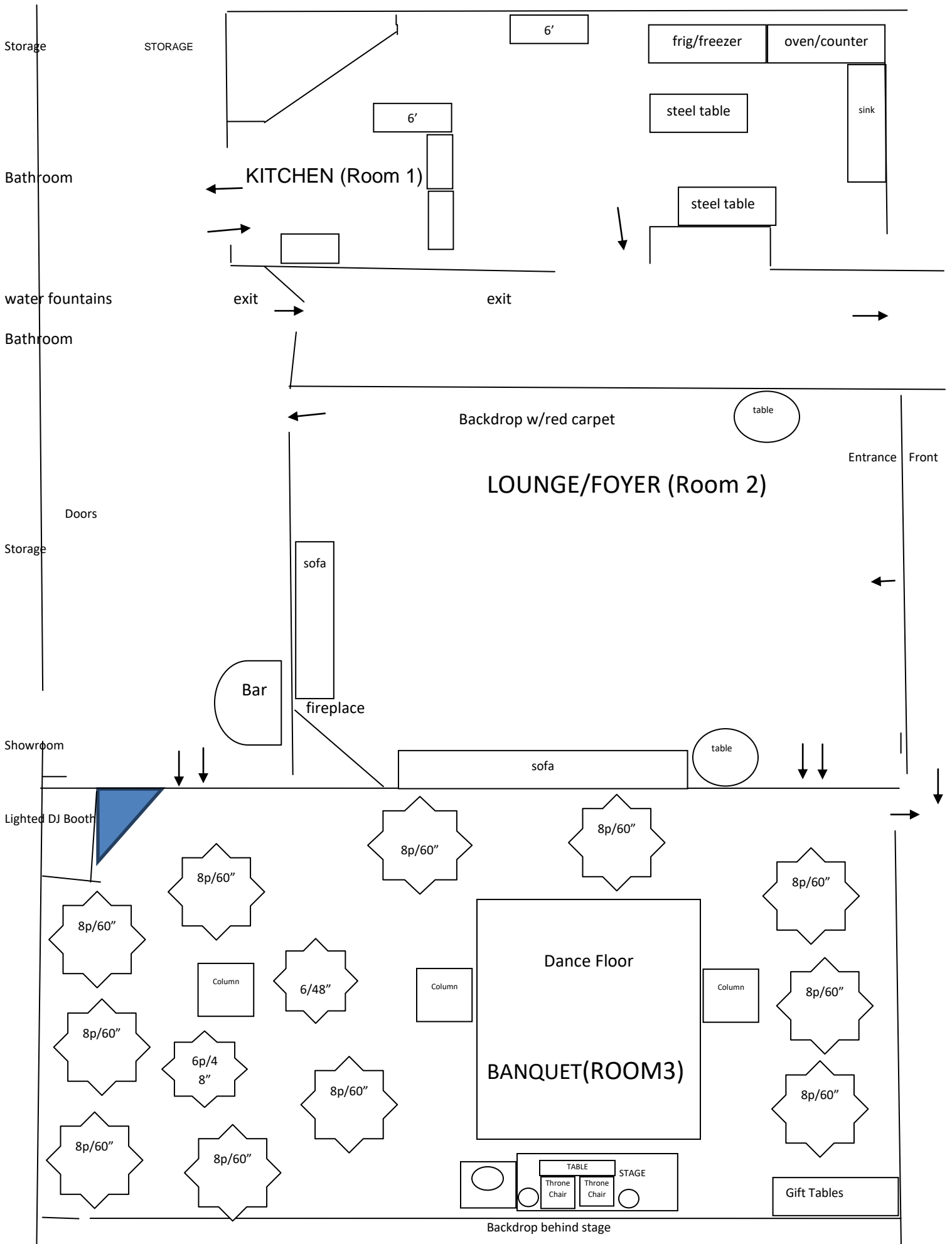
Event Central suggests client purchase event insurance. It is not required, but if renter does not purchase insurance and a loss of any kind to products, property, self, or guests occurs, regardless of fault, renter takes full responsibility and agrees to fully release Event Central LLC and its' representatives of any responsibility and/or cost of loss, whether property or person. These statements apply whether inside building or outside on Event Central property.

## **SMOKING AND ILLEGAL ACTIVITY**

Smoking is permitted outside of facility. The renter will notify Event Central or the police 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.

## **FINES AND FIRE EXTINGUISHERS**

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. Client will be responsible for any fine imposed on Event Central due to renter's negligence. This contract shall be governed, construed and interpreted by, thru, and under the laws of the state of Virginia and its' commonwealth.



# ROOM LIST AND FREE SUPPLIES PROVIDED

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

<p><b>Kitchen/Room 1</b></p> <p>Warming only. No cooking. Wet chafers are no longer used.</p>	<p>oven freezer stove top refrigerator 3 – stainless steel prep tables 2 – rolling carts 2 - 6 foot tables covered with black tablecloths 3 - rolling trash cans (2 trash bags are provided for each trash can) 2 – electric, dry heat tables w/4 wells each with 8 lids (DO NOT USE WATER.)</p>	
<p><b>Lounge (Room 2)&amp; Hall</b></p> <p>Moving furniture not allowed.</p>	<p><b>LOUNGE</b> 1 – couch 1 – loveseat 1 - electric fireplace 1 - dvd player 1 - tv (no cable) 2 - glass end tables with lamps 3 – backdrop with red carpet photo area</p>	<p><b>HALL</b> 1 - rolling plastic bar 1 - white cooler 1 - trash can with 1 bag 1 – 4 foot table covered with black tablecloth 1 – glass/metal table</p>
<p><b>Banquet/Room 3</b></p> <p>100 guests 2 king/queen throne chairs on stage</p>	<p>1 - dance floor (cannot be moved) 1 - dj booth with front façade, 6 foot table, uplights, and gobo 1 – gift table - 8 foot covered w/tablecloths, lighted LOVE sign 1 – cake table – 48” round glass table w/ spot light 1 - stage - 6 foot table glass/ghost table, 2 crystal centerpieces, and 2 king/queen white throne chairs w/fur 1 - white backdrop with lights and crystals behind stage 2 – white fabric columns with crystals and uplights 11 - 5 foot round tables (8 per table) NO HEAD TABLE 2 - 4 foot round (6 per table) 100 – white chaivari chairs</p> <p style="text-align: right;">1065.</p>	
<p><b>Dressing Rooms (upstairs)</b></p> <p>Dressing room available upstairs only when booking banquet facility.</p>	<p>2 – dressing areas with chairs, couch, mirrors, and partitioned dressing area. 1 – bathroom w/shower</p>	
<p><b>Garden Chapel(predecorated)</b></p> <p>Saturday – 3pm or after Sunday – any time</p>	<p>alter décor entrance decor dark walnut pew benches with aisle décor</p> <p style="text-align: right;">1105.</p>	
<p><b>Social Hour Area(predecorated)</b></p> <p>3 areas</p>	<p>12 - cocktail tables with sequin tablecloths, glass tops, centerpieces 12 – bar stools 10– backdrops Several throne chairs with backdrops 2 – couch and 1 fireplace Multiple benches 2 – white trash cans with bags 1 – room for social hour food with 2-6’ tables provided</p> <p style="text-align: right;">730.</p>	