

EVENT CENTRAL LLC FACILITY RENTAL CONTRACT

(Revised 7/2018)

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

*****NO LIVE FLAMES ON CENTERPIECES _____ OR GUM ON CANDY STATION _____ ALLOWED***
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) 1,2,3, and dressing rooms \$1000. (10am - 12midnight)	BANQUET ROOM (per hour) 3 hour minimum 1,2,3, and dressing rooms \$100. Hourly Rental	Banquet Room (seats 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 with items listed in this contract)
CHAPEL & SOCIAL HOUR AREA – minimum 2hr./day of \$100. Hour Rental		Garden Chapel (seats 100 and includes beautiful décor as is/changes incur a fee) 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. Hr.	(_____)= _____			
Day	Hours		Room		
	_____ X \$1000. ^{10a-12a}	(Room 1,2,3)= _____			
Day	Hours		Room		
	_____ X \$100. Hr.	(Room 1,2,3)= _____			
Day	Hours		Room		
	_____ X \$100. Hr.	(_____)= _____			
Day	Hours		Room		

Walk through on:	Room Rental Fee = _____
Day: _____	Décor Package Fee= _____
Time: _____	Cleaning fee= _____ 200.00
	Table/chair setup= _____

TOTAL FEES=

DATE	PAYMENT (CC w/3%fee or CASH)	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. Steam tables remain in kitchen.	upstairs	Showroom does not close on Saturdays until 2pm.
-dance floor (cannot be moved) -dj booth w/ 6' table, lights, black tablecloth -gift table w/ 8' table w/black & white tablecloths -cake table 48" rnd with white tablecloth & light -stage w/ 2 white king/queen chairs -glass top table dressed in white on stage -white backdrop w/lights and crystals -columns 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 tv (no cable) 2 glass end tables with lamps HALL: 1 rolling bar 1 white cooler 1 rolling cooler 1 trash can	oven freezer stove top refrigerator dvd player 2 – drink dispensers 2 – steam tables (4hole) 1- 6' tables draped in black 1 - 4' table draped in black 3 trash cans Chafers and serving equipment are NOT included with kitchen.	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 photo area (selfie)

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 Card ONLY. 3% credit card surcharge on all credit card payments. **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.

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.

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. 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. 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 desire. 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 will NOT be prorated. (eg.: stay over a half hour; get charged 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. A 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 must remove all personal décor, food, gifts, etc. 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.

_____ 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.

