

**NO LIVE FLAMES ON CENTERPIECES OR GUM WITH CANDY STATION ALLOWED.
ONLY EXCEPTION FOR BIRTHDAY CAKE CANDLES, CHAFER BURNERS IN KITCHEN, & CANDLES ON UNITY IN CHAPEL.**

EVENT CENTRAL LLC BANQUET FACILITY/CHAPEL RENTAL CONTRACT

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

Coordinator: _____
Banquet Room: _____
Chapel: _____
Ceremony Time: _____

\$100. Hour Rental Banquet Room 3	Banquet Room (seats 100+2stage+10headTable) + Lounge (withFurniture) + Kitchen (warmingOnly) +comes with items listed in this contract only for room 1, 2, & 3
\$800. 2 Day Rental Banquet Room 3	Banquet Room (seats 100+2stage+10headTable) + Lounge (withFurniture) + Kitchen (warmingOnly) DAY 1 (10am-5pm banquet room decorating) + DAY 2 (8 consecutive hours) +comes with items listed in this contract only for room 1, 2, & 3
\$75. Hour Rental Banquet Room 5	Banquet Room (seats 49+2stageNO head table) + Kitchenette (warmingOnly) +comes with items listed in this contract only for room 5 & kitchenette
\$100. Hour Rental Chapel	Garden Chapel (seats 86 and includes beautiful décor) +comes with décor as is for chapel– changes will incur a charge
Optional \$10. Per Person Décor Rental & Cleaning	Choose... chaircovers/bands/brooches/tablecloths/overlaysORrunners/mirrors/centerpiece w/light w/install + cleaning list (stated in this contract) for rooms rented + comes with items listed in this contract

Event Date: _____ / _____ / _____ # Guests: _____ (Room # _____) Type of event: _____
Guest(s) of Honor: _____ Colors being used for decor _____

INSTRUCTIONS

1. Initial at the beginning of each policy that you have read it and agree.
2. Initial whether you will be cleaning each room or hiring Event Central staff.
3. Circle yes or no, you will or won't be having alcohol. Liquor license required.
4. Fill in all applicable blanks above and below.
5. Circle above the various packages/rooms you will be renting.
5. Sign and date contract.

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. LOAD-IN CANNOT BE STARTED UNTIL AFTER WALK THRU.

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

Setup Time: _____ to _____

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: _____
Time: _____
Day: _____
Cleaning= _____
Other= _____
\$TOTAL= _____

DATE	PAYMENT (Cash or CC Only)	BALANCE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Final payment & guest count due	_____	(15 days prior to event.)

_____ 1. 35% of total is 1st payment upon booking and remaining balance 15 days prior to event date. If final payment is not paid on final payment date, contract will be void and all payments made will be forfeited. 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. 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. Hourly rental done by hourly. No prorating. Three hour minimum per banquet room. 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. 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.)

_____ 2. **Banquet/Room 3** seats 100 guests+2stage+10headTable and includes Room 1 & 2 and the following...

- dance floor (cannot be moved)
- dj booth with 6' table, front board, and lights
- gift table – 2/4' rectangle gift table dressed in white & ivory (in service hall)
- cake table - 48" round glass top table dressed in white & ivory with spotlight and under table light
- stage with 2 white king/queen chairs, glass top table dressed in white & ivory, white backdrop and columns with crystals and lights
- head tables - up to 10 white padded folding chairs, 3 - 6' rectangle head tables (décor not included)
- guests - up to 11/60" round tables (8 per table), 2/48" round (6 per table), 100 (maximum) gray padded guest banquet chairs (décor not included)

_____ **Kitchen/Room 1** includes...

8 silver chafers, serving trays, serving spoons, 13 clear, plastic drink pitchers, 2 clear, plastic drink dispensers, oven, microwave, stove top, refrigerator, freezer, 1/cocktail round table draped in black, 2/6' tables draped in black, and 1/4' table draped in black. Buffet tables remain in kitchen. Chafer *burners* are NOT included with the kitchen. All items must be washed and put away dry, if used.

_____ **Lounge/Room 2** includes...

1 couch, 1 loveseat, 2 single chairs, and 1 single sitting ottomans, 3 benches, 1 glass coffee & 2 glass end tables, electric fireplace, dvd player, and tv (no cable). A slide show of the honored can be created and player through dvd onto the TV in the lounge. (Furniture cannot be moved.) This is considered a foyer room.

_____ **Dressing Room** (upstairs) A dressing room is available for those booking banquet room 3. Event Central is released of ANY and ALL liability resulting from the use of the dressing room, including, but not limited to theft and/or falls down the stairs.

_____ 3. **Banquet/Room 5** seats 49guests+2stageNOheadTable includes Room 4 and the following...

- dance floor (cannot be moved)
- dj booth with 6' table, front board, and lights
- gift table – 4' rectangle gift table dressed in white & ivory
- cake table - 48" round glass top table dressed in white & ivory with spotlight and under table light
- stage with 2 white king/queen chairs, glass top table dressed in white & ivory, white backdrop and columns with crystals and lights
- guests – up to 7/48" round (7 per table), 49 white padded chairs (décor not included)

_____ **Kitchenette/Room 4** includes...

6 silver chafers, serving trays, serving spoons, 2 clear, plastic drink dispensers, refrigerator, freezer, microwave, 1/6' tables draped in black, and 1/4' table draped in black. Chafer *burners* are NOT included with the kitchen. All items must be washed and put away dry, if used.

_____ 4. **Garden Chapel** includes

covered chairs, aisle décor, unity, 2 mechanical candles, and alter décor. Sound equipment can be used by our representative only. Record your music onto a cd to play in the correct order and it is FREE. 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. Do not plan your ceremony time earlier than 3pm, unless you will not be using the social hour area.

_____ 5. ~ **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.

_____ 6. 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. You can also choose the package above to include décor, setup, removal, and cleaning of the rooms, if you desire.

_____ 7. WI-FI is not available. Event Central will set tables and chairs in the room one time according to number of guests expected. Verify amount is correct.

_____ 8. 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. 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.)

_____ 9. The removal of all personal décor is the responsibility of renter and/or client on contract. 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.

_____ 10. **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.

____ 11. 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. A walk through will be performed by an Event Central representative at the end of the event also. You will be charged the hourly rate, if not finished by contracted time.

KITCHEN/Room 1 - \$50. Cleaning fee 1. Wipe and clean all surfaces, counters, and microwave. 2. Remove all items from refrigerator and freezer and wipe out. 3. Clean, dry, and put away all kitchen items. 4. Take trash to dumpster in parking lot. 5. Sweep kitchen. 6. MOP kitchen starting at sink and mop your way out turning off lights. (Mop bucket/sink/bleach in cleaning room) DO NOT step on wet floor please. All clean up must be performed the day and/or night of event. Missing and/or damaged items must be paid for by responsible party at end of event time.	CLIENT will do cleaning. _____ initial EVENT CENTRAL will do cleaning for fee. _____ initial
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LOUNGE and BAR /Room 2 & HALL - \$25. Cleaning fee 1. Remove all personal décor and trash. 2. Clean glass tables and furniture with windex, if needed. 3. Vacuum floor. 4. Clean bar in hallway with windex. Take out trash.	CLIENT will do cleaning. _____ initial EVENT CENTRAL will do cleaning for fee. _____ initial
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BANQUET/Room 3 - \$75. Cleaning fee 1. Stack chairs 8 together. DO NOT pull chairs across carpet. 2. Roll tables on their sides to perimeter of room with feet out. 3. Mop dance floor, 4. DJ booth – take out trash and vacuum. 5. Clean stage and cake table glass with windex. 6. Vacuum floor and stage. Use scrub brush & water on any food spots.. 7. Take trash to dumpster.	CLIENT will do cleaning. _____ initial EVENT CENTRAL will do cleaning for fee. _____ initial
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KITCHENETTE/Room 4 - \$50. Cleaning fee 1. Wipe and clean all surfaces, counters, and microwave. 2. Remove all items from refrigerator and freezer and wipe clean. 3. Clean, dry, and put away all kitchen items. 4. Take trash to dumpster in parking lot. 5. Sweep kitchen. 6. MOP kitchen starting at sink and mop your way out turning off lights. Use only bleach and water. DO NOT step on wet floor please. All clean up must be performed the day and/or night of event. Missing and/or damaged items must be paid for by responsible party at end of event time.	CLIENT will do cleaning. _____ initial EVENT CENTRAL will do cleaning for fee. _____ initial
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BANQUET/Room 5 - \$75. Cleaning fee 1. Stack chairs 7 on each table. 2. Roll tables on their sides to perimeter of room with feet out. 3. Mop dance floor, 4. DJ booth – take out trash and vacuum. 5. Clean stage and cake table glass with windex. 6. Vacuum floor and stage. Use scrub brush & water on any food spots.. 7. Take trash to dumpster.	CLIENT will do cleaning. _____ initial EVENT CENTRAL will do cleaning for fee. _____ initial
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____ 12. Responsible party agrees to be solely responsible for any damage/loss and/or missing items of Event Central's property AND 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 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 regulations with your guests, family, hired vendors, etc.

____ 13. 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).

____ 14. Security garage door will open at "event time" and must remain open at all times any guests are present within Event Central premises.

____ 15. No smoking in rented premises or other areas inside Event Central LLC. 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.

____ 16. 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.

____ 17. 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.

