

# 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 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 initial      NO live flames in centerpieces \_\_\_\_\_ NO glitter \_\_\_\_\_ NO confetti \_\_\_\_\_ NO gum on candy station \_\_\_\_\_

**PACKAGE A & B - \$100.per hour**

- A** - Chapel (minimum 2 hours)
- B** - Banquet Room (minimum 3 hours)
- Lounge
- Kitchen
- Dressing Rooms

**PACKAGE C - \$1000.**

- 1 Day (10a – 12midnight)
- Banquet Room
- Lounge
- Kitchen
- Dressing Rooms

**PACKAGE D - \$1200.**

- Banquet Room (1 Day/10a – 12midnight)
- Lounge
- Kitchen
- Dressing Rooms
- Chapel & Social Hour Areas (2hours/day of)
- Rehearsal @ \$100. additional

**PACKAGE E - \$1400.**

- Banquet Room (1 Day/10a – 12midnight)
- Lounge
- Kitchen
- Dressing Rooms
- Chapel & Social Hour Areas (5hours day of)
- Chapel & Social Hour Area (1hour Rehearsal)

**OFFICE USE ONLY – FACILITY CHARGES AND TIMES**

**BANQUET FACILITY**

**Banquet Setup Time** \_\_\_\_\_ to \_\_\_\_\_  
**Banquet Event Time** Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
**Banquet Cleaning Time** Start \_\_\_\_\_ Lock Up \_\_\_\_\_  
*(Last hour is FREE for hourly clients and used for cleaning and load out time.)*

**CHAPEL AND SOCIAL HOUR AREAS**

**Rehearsal Day** \_\_\_\_\_ **Time** \_\_\_\_\_  
**Ceremony Time** \_\_\_\_\_ (Saturday 3pm or after/Sunday anytime)  
**Chapel Time** guests arrive \_\_\_\_\_ guests to banquet \_\_\_\_\_  
**Wedding Party to banquet facility** \_\_\_\_\_

**Walk through on...** Day: \_\_\_\_\_ Time: \_\_\_\_\_

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

	<b>DATE</b>	<b>PAYMENT</b> (CASH or CARD 3% additional FEE)	<b>BALANCE</b>
Package A \$100.hr x _____ hours = _____ ChapelHr.	_____	_____	_____
Package B \$100.hr x _____ hours = _____ BanquetHr.	_____	_____	_____
Package C \$1000.day _____ BanquetDay	_____	_____	_____
Package D \$1200. dayChapel2hr _____ BanqChapel2	_____	_____	_____
Package E \$1400. dayChapel5hr+Reh1hr _____ BanqChapel4	_____	_____	_____
Cleaning Fee \$200. (required) +\$200. _____ Cleaning	_____	_____	_____
Table Chair Setup/Breakdown Fee \$100. _____ TableChair	_____	_____	_____
<b>Balance Due</b> _____ TOTAL			

## **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. 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 at any time will forfeit all payments.** Rescheduling may be done 61 days or more before the event. 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, mother nature, 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.

## **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. Selling alcohol at Event Central is prohibited. License can be obtained 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.

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

## **CLEANING FEE**

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, light switches, etc. Cleaners will arrive at time designated on contract, turn on lights, and begin cleaning list Client is 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. Cleaning 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**

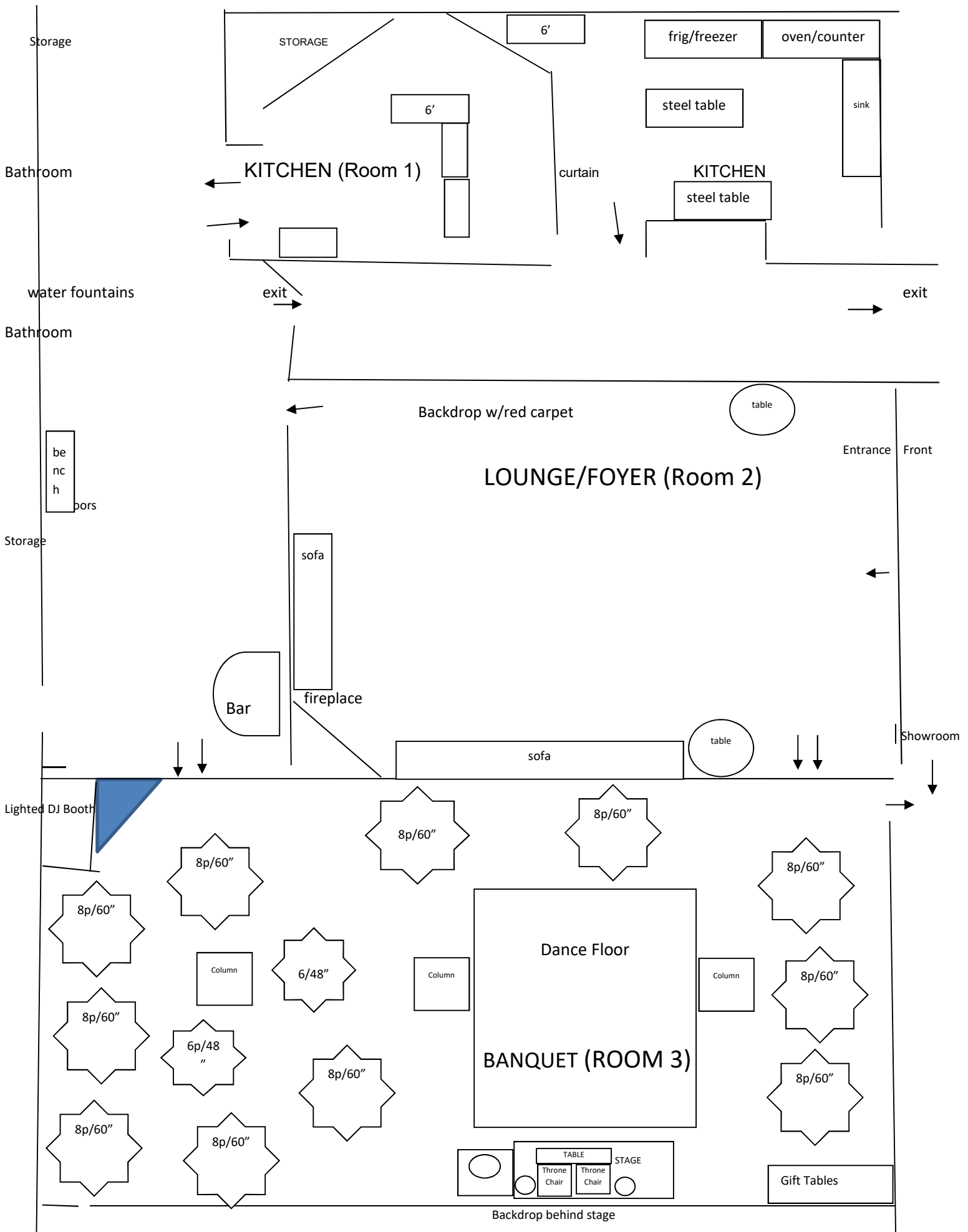
Event Central suggests client purchase event insurance. It is not required, but if renter does not purchase insurance and a loss of any kind to products, property, self, or guests occurs, regardless of fault, renter takes full responsibility and agrees to fully release Event Central LLC and its' representatives 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 to follow Event Central policies or the policies governed by the City of Newport News (eg.: noise ordinance). 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 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</p>	
<p><b>Lounge (Room 2) &amp; Hall</b></p> <p>Moving furniture not allowed.</p>	<p><b>LOUNGE</b> 1 – couch 1 – loveseat 2 – chairs 1 - electric fireplace 1 - dvd player 1 - tv (no cable) 2 - glass end tables with lamps 1 – 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 2 - benches</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 in black and white tablecloths, lighted LOVE sign, and framed gifts/card sign 1 – cake table – 48" round covered in white rosette tablecloth, uplight, and spot light 1 - stage - 6 foot table covered in white tablecloth, glass top, 2 crystal centerpieces, and 2 white king/queen thrown chairs 1 - white backdrop with lights and crystals behind stage 2 – white fabric columns with crystals and uplights next to stage 11 - 5 foot round tables (8 per table) NO HEAD TABLE 2 - 4 foot round (6 per table) 12 - white padded chairs (head table, if needed) 100 - gray padded guest banquet chairs</p>	
<p><b>Dressing Rooms</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 with shower</p>	
<p><b>Garden Chapel</b> (predecorated)</p> <p>Saturday – 3pm or after Sunday – any time</p>	<p>alter décor aisle décor 100 - white chavari chairs</p>	
<p><b>Social Hour Area</b> (predecorated)</p> <p>2 areas</p>	<p>12 - cocktail tables with ivory and gold tablecloths, glass tops, and centerpieces 16 – crystal chandeliers 8 – benches 2 – couches 2 – white trash cans with bags 1 – room for social hour food with tables and tablecloths provided</p>	

565.

1105.

730.