


ROOM LIST AND SUPPLIES

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

Banquet/Room 3 100 guests 10 head table 2 king/queen chairs on stage	Lounge/ Room 2 & Hall Moving furniture not allowed.	Kitchen/Room 1 Warming only. Steam tables remain in kitchen.	Dressing Room upstairs	Garden Chapel & Social Hour Area 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 -white backdrop w/lights -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 dvd player tv (no cable) 1 glass coffee 2 glass end tables with lamps 1 rolling bar 1 white cooler 1 rolling cooler 1 trash can	oven freezer stove top refrigerator 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 Event Central rep will play music at no charge. Social Hour Area cocktail tables dressed w/linens and centerpieces photo areas (selfie)

CLEANING REQUIREMENTS

Receive the rooms clean; leave the rooms clean. Cleaning deposit refunded on Monday morning in check to person on contract, if applicable.

CLEANING SUPPLIES CAN BE FOUND IN CLEANING ROOM NEXT TO WOMEN'S BATHROOM. No gum on candy station. No real candles in centerpieces or in facility. Do not tape or tack to wall. NO command strips.	DRESSING ROOMS - \$25. cleaning fee EC cleans for fee _____ Client cleans _____ 1. Remove all trash. 2. Vacuum floor, if needed. 3. Leave rooms clean as received.	
KITCHEN EC cleans for fee _____ Client cleans _____ \$50.00 cleaning fee 1. Counters & Sink/windex clean and dry. 2. Refrigerator/remove items and wipe clean. 3. Freezer/remove items and wipe clean. (Ice can be left.) 4. Drink Dispensers/wash and dry thoroughly. 5. Steam table/windex clean and dry pans. 6. Trash to dumpster in parking lot. 7. Sweep kitchen. 8. Mop kitchen with bleach & water in mop bucket starting at sink and mopping to exit. (Mop bucket/sink in cleaning room.)	LOUNGE EC cleans for fee _____ Client cleans _____ \$25.00 cleaning fee 1. Remove décor. 2. Glass tables/ windex clean. 3. Furniture/wipe clean. 4. Vacuum floor. HALL & BAR EC cleans for fee _____ Client cleans _____ \$25.00 cleaning fee 1. Bar/wipe clean and dry. 2. Coolers/wipe clean and dry. 3. Mop hall. 4. Trash to dumpster in parking lot.	BANQUET ROOM EC cleans for fee _____ Client cleans _____ \$75.00 cleaning fee 1. Chairs/stack in stacks of 8. 2. Tables/roll on sides to perimeter of room. See picture>>>  3. Cake & stage tables/windex clean. 4. DJ booth/remove trash and vacuum. 5. Trash to dumpster in parking lot. 6. Floor/vacuum (scrub brush any spots). 7. Dance floor/mop.

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. Three hour minimum per banquet room and no prorating. Starting event later than contracted does not allow staying later, unless additional hours are purchased. Additional time is cash only. 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, mother nature, or the misuse of such utilities by attendees (ie.: dj). Walk through with client and Event Central staff 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.

____ 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. 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.

____ 4. Event Central will bring in tables and chairs in the quantities designated at final payment by client. It is client's responsibility to arrange tables and chairs as desired at beginning of event and restack at end of event, unless staff has been hired to do so. Stage, king/queen chairs, cake table, gift table, bar, furniture in lounge, dj stand, and buffet tables must remain in their current locations. Table and chair setup fee is \$100.00, if that service is desired.

____ 5. DJ must be finished by 11pm. WI-FI is not available. 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.)

____ 6. 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. Command strips are not allowed.

____ 7. **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. No hanging out in the parking lot or behind Event Central buildings, whether adult or minor.

____ 8. 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).

____ 9. Security garage door will open at "event time" and must remain open at all times any guests are present within Event Central premises.

____ 10. Renter is responsible for cleaning at the end of the event, unless payment has been made to Event Central to do cleaning in advance of event. A walk through is performed 15 minutes prior to contracted rental time AND 15 minutes prior to lock up time at end of the event. Cleaning deposit will be refunded on Monday morning by check to the person on the contract.

____ 11. 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.

____ 12. 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.

____ 13. 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.

____ 14. 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.

