

# 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 \_\_\_\_\_ Phone \_\_\_\_\_

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

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

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

A	B	C	D	E	+F
<b>**Chapel Only</b> Maximum 40 guests social distanced Mask required  Decorated Chapel Use of Audio Equipment  No discounts	<b>Event Hall Only</b> \$100. Per Hour (minimum 3hours)  Event Hall Kitchen & Lounge Dressing Rooms  ½ price Mon – Thurs	<b>Event Hall Only</b> \$1000. Per Day (10a-12midnight)  Event Hall Kitchen & Lounge Dressing Rooms  ½ price Mon – Thurs	<b>Event Hall Day + Chapel (2hr)</b> + <b>Social Hour Area</b> \$1200.  Chapel & Social Hour Area Event Hall & Kitchen & Lounge Dressing Rooms  ½ price Mon – Thurs	<b>Event Hall Full Day + Chapel (4hr) +</b> + <b>Social Hour Area + Rehearsal</b> Prior Day (1hr) \$1400.  Chapel & Social Hour Area Event Hall & Kitchen & Lounge Dressing Rooms  ½ price Mon – Thurs	<b>Décor Package</b> \$8.00 per person napkin charger tablecloth runner & overlay sequin chair cap centerpiece w/light includes setting & removing tables, chairs, & décor

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

<b>CHAPEL (Maximum 40 guests socially distanced.)</b> Rehearsal Day _____ Time _____ Guest Arrival Time _____ 30 Minutes Prior to Ceremony Start Ceremony Time _____ Saturdays After 3pm/Sundays Anytime Guests to Event Hall _____ Immediately After Ceremony Chapel End Time _____ Bridal Party to Event Hall _____	<b>Package A – Chapel Only Per Hour</b> \$ 100. X _____ hr _____ <b>Package B - Event Hall Only Per Hour</b> \$ 100. X _____ hr. _____ <b>Package C - Event Hall Only Per Day</b> \$1000. _____ <b>Package D - Event Hall Day/Chapel2hr</b> \$1200. _____ <b>Package E –EventHallDay/Chp4hr/Reh</b> \$1400. _____ <b>Package F – Décor Per Person</b> \$ 8. X _____ guests _____ <b>Table Chair Setup/Breakdown</b> \$ 100. _____ <b>Janitorial Fee (facility/required)</b> \$ 100. \$100. _____												
<b>SOCIAL HOUR (1hour)</b> Guest Arrival Time _____ Will Adjust if Guests Arrive Early End Time _____ Guests to Event Hall _____ 15 Minutes Prior to Chapel End Time Bridal Party to Event Hall _____	<b>TOTAL</b> _____												
<b>EVENT HALL</b> Setup Time _____ to _____ Guest Arrival Time _____ Departure _____ Cleaning Start _____ Lock up _____ (Last hour in event hall for cleaning FREE to hourly clients.)	<b>Walk Through Time: Day:</b> _____ <b>Final Payment &amp; Guest Count Due:</b> (15 days prior to event)												
FINAL COUNT/Tables _____ / Chairs _____ Does contract have rentals from Event Central? YES NO Is Event Central installing & removing? YES NO	<b>PAYMENTS</b> <table border="1"> <thead> <tr> <th>DATE</th> <th>PAYMENT (card 3% or cash)</th> <th>BALANCE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> Using dressing rooms? YES NO Cover "LOVE" sign? NO SILVER GOLD	DATE	PAYMENT (card 3% or cash)	BALANCE									
DATE	PAYMENT (card 3% or cash)	BALANCE											

OTHER NOTES: \_\_\_\_\_  
 Event Central LLC agrees to rent to listed responsible party the room(s) and/or area(s) indicated above under ALL the guidelines and policies on this contract. By signing above, responsible party/client 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, and any missing items from event hall. 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 also agrees to be solely responsible for any costs associated with any injuries, liabilities, and/or legal suits, including 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 initiated by or for your guests and/or any attendee at event for any situation occurring during their event or the use of Event Central property. If a suit does transpire, it must be initiated in Newport News Civil District. Replacement cost of Event Central damaged property is due and payable at time of event end. client initial \_\_\_\_\_

### SOCIAL HOUR AREA

The social hour area is not available for use with the chapel at this time due to social distancing and the safety of Event Central staff. No discount in price will be provided since this area is included free with the chapel.

### OUTSIDE FOOD & SERVERS

Outside food is permitted. No cooking is allowed in the kitchen, only warming of cooked food. If using the dry heat tables in the kitchen, do not move them. To prevent the spread of COVID-19, client should have servers in the kitchen to serve guests through the buffet line. It is advised to have each guest dispose of there used plate and silverware.

## **PAYMENTS, CANCELATION POLICY, RESCHEDULING, & 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. Payment 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. Client will be charged \$100. hour, if all persons have not vacated the rental area by the contracted time. Event Central LLC is not responsible for and will not provide refunds for loss of power, water, heat, or other utilities due to weather, mother nature, misuse, acts of the general public or government restrictions not caused by Event Central, whether city, state, or federal. (eg.: pandemic, protests)

## **JANITORIAL FEE**

A janitorial fee of \$100. is included on each contract to clean the building (vacuum, mop, clean bathrooms, etc.), not to clean up after guests, such as food on floor or decor. Client is responsible for removing all items brought into facility such as, trash from all rooms and floor AND taking trash to dumpster in parking lot, stacking chairs, rolling tables, removing personal décor, and food during the hour of cleaning and be vacated by lockup time. Cleaners will arrive 5 minutes prior to lock up time on contract for walk thru and locking doors. 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.

## **CHAPEL & EQUIPMENT**

Chapel seats 88 in dark wood pews w/aisle and altar décor. Due to social distancing requirements, the maximum allowed is 40 socially distanced in pews + wedding party on stage. All individuals using the chapel are required to wear a mask. Wedding party on stage can remove masks for ceremony only. Use of chapel sound equipment and décor is available at no charge, but is not guaranteed. \*\*Package A use of the chapel has the following restrictions: maximum 40 people / all individuals wear a mask / all guests vacate Event Central immediately after ceremony / wedding party must vacate at end of contracted hour / reception area and dressing rooms are not available / Event Central audio equipment is operated by Event Central staff unless other arrangements are made in advance.

## **EVENT HALL & WALK THRU**

Minimum 3 hours. The number of individuals allowed (due to COVID-19) in the event hall is 58 total. Our capacity is usually 100 guests + 2 on the stage. Masks are required for anyone in the event hall and all areas that come with the rental of the event hall. Client will provide a front door host/hostess to provide hand sanitizer and enforce the mask mandate to all persons entering our facility and throughout the time of the event. Hand sanitizer and masks, if needed, must be provided by the client on this contract. Walk through is performed 15 minutes prior to contracted rental time to show client where to find fan switches, light switches, etc. All persons are required to wear a mask during this walk thru. 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, drink stations, or bar in banquet room or lounge. Cleaners will arrive 5 minutes prior to lock up time on contract for walk thru and locking doors. NO live flames in facility \_\_\_\_\_ NO glitter \_\_\_\_\_ NO confetti \_\_\_\_\_ NO gum on candy station \_\_\_\_\_

## **EVENT HALL SETTING UP/BREAKING DOWN TABLES & 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 the day of event in the quantity to seat no more than 5 individuals at a table (social distancing). Clients should do their best to NOT seat different households together. Kitchen/loading and front doors unlocked at beginning of setup time. Due to social distancing, the gift table has been placed in the foyer at the entrance. Your host/hostess should take those gifts to a vehicle and not allow them to enter the facility.

## **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. Clients are required to pay for setup time. An hour is provided free at the end of the event to clients renting by the hour, which is for cleaning only. A walk thru is performed 15 minutes prior to start of setup time. All individuals present for walk thru are required to wear a mask. The latest time DJ can play is 11pm. Doors must be locked and lights out at 12midnight according to Event Central permit.

## **ALCOHOL**

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, 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.

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

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

## **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. Masks and hand sanitizer are the responsibility of the client on this contract as stated by city, state, or federal guidelines.

## **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. These rentals will be placed in event hall before event and taken out at end of event by an Event Central associate.

## **EVENT INSURANCE**

Event Central suggests client purchase event insurance. It is not required, but if client does not purchase insurance and a loss of any kind to products, property, self, or guests occurs, regardless of fault, client 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.

## **SECURITY AND PERMITS**

All teen parties and public adult/teen events require at least 2 armed licensed/bonded security per 50 guests at client's 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**

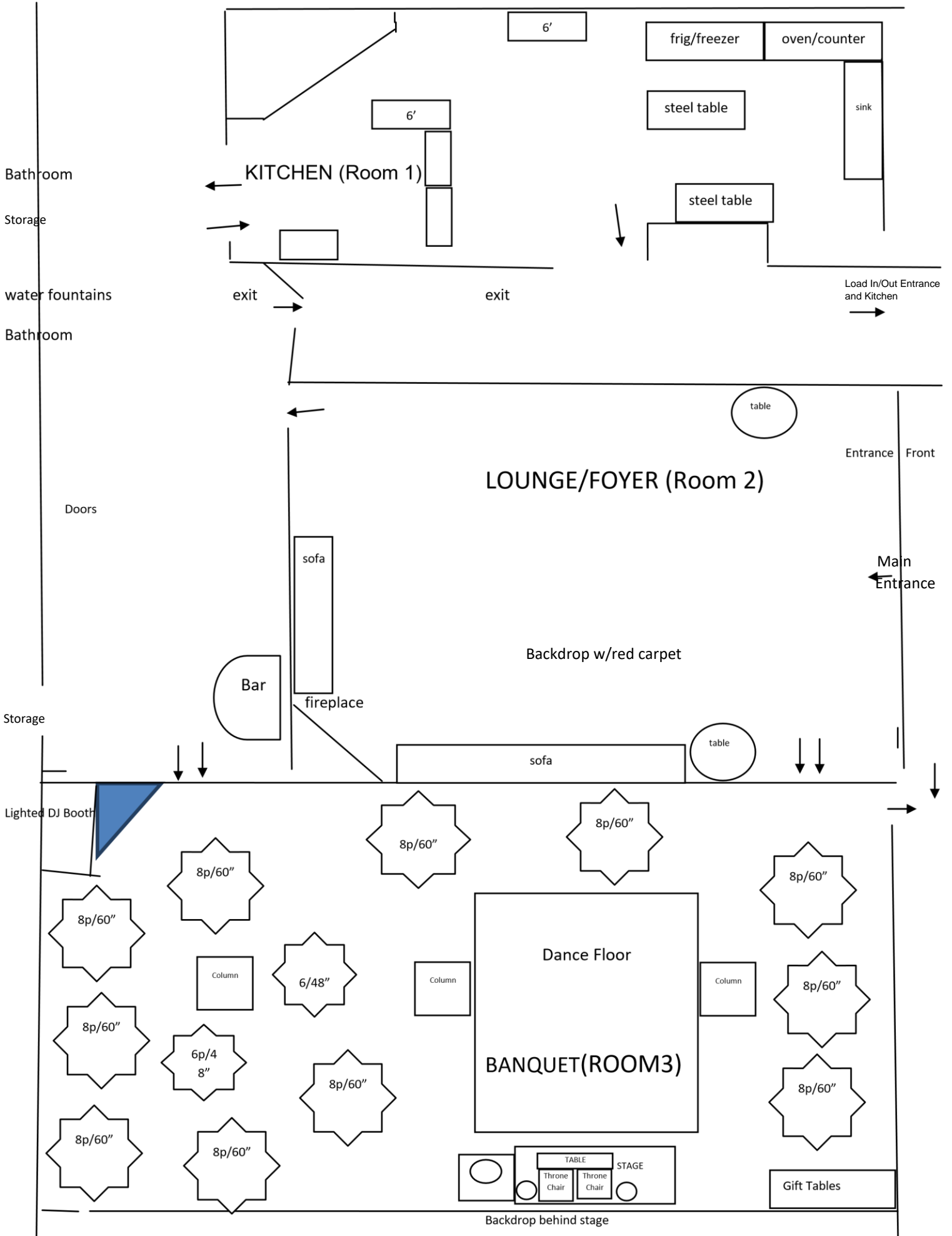
A promoter's license is required to sell tickets to any event at Event Central. Event Central is not responsible for proper permitting of event and will not do refunds in the case of violation and/or shut down.

## **SMOKING AND ILLEGAL ACTIVITY**

Smoking is permitted outside of facility. The client 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. Client will be responsible for any fine imposed on Event Central due to client's negligence or actions. 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.</p>	<ul style="list-style-type: none"> <li>oven</li> <li>freezer</li> <li>stove top</li> <li>refrigerator</li> <li>3 – stainless steel prep tables</li> <li>1 – rolling cart</li> <li>2 - 6 foot tables covered with black tablecloths</li> <li>3 - rolling trash cans (2 trash bags are provided for each trash can)</li> <li>2 – electric, dry heat tables w/4 wells each with 8 lids (DO NOT USE WATER.)</li> </ul>	
<p><b>Lounge (Room 2) &amp; Hall</b></p> <p>Moving furniture not allowed.</p>	<p><b>LOUNGE</b></p> <ul style="list-style-type: none"> <li>1 – couch</li> <li>1 – loveseat</li> <li>1 - electric fireplace</li> <li>1 - dvd player</li> <li>1 - tv (no cable)</li> <li>2 - glass end tables with lamps</li> <li>3 – backdrop with red carpet photo area</li> </ul>	<p><b>HALL</b></p> <ul style="list-style-type: none"> <li>1 - rolling plastic bar</li> <li>1 - white cooler</li> <li>1 - trash can with 1 bag</li> <li>1 – 4 foot table covered with black tablecloth</li> <li>1 – glass/metal table</li> </ul>
<p><b>Banquet/Room 3</b></p> <p>100 guests</p>	<ul style="list-style-type: none"> <li>1 - dance floor (cannot be moved)</li> <li>1 - dj booth with front façade, 6 foot table, uplights, and gobo</li> <li>1 – gift table - 8 foot covered w/tablecloths, lighted LOVE sign</li> <li>1 – cake table – 48” round glass table w/ spot light</li> <li>2 – white fabric columns with crystals and uplights</li> <li>2 - 4 foot round (6 per table)</li> <li>11 - 5 foot round tables (8 per table) NO HEAD TABLE</li> <li>100 – white chaivari chairs</li> <li>1 – stage includes - 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</li> </ul>	
<p><b>Dressing Rooms (upstairs)</b></p> <p>Dressing room available upstairs only when booking banquet facility.</p>	<ul style="list-style-type: none"> <li>2 – dressing areas with chairs, couch, mirrors, and partitioned dressing area.</li> <li>1 – bathroom w/shower</li> </ul>	
<p><b>Garden Chapel</b>(predecorated)</p> <p>Saturday – 3pm or after Sunday – any time</p>	<ul style="list-style-type: none"> <li>alter décor</li> <li>entrance decor</li> <li>dark walnut pew benches with aisle décor</li> </ul>	
<p><b>Social Hour Area</b>(predecorated)</p> <p>3 areas</p> <p style="text-align: center;"><b>NOT AVAILABLE @ THIS TIME DUE TO PANDEMIC</b></p>	<ul style="list-style-type: none"> <li><del>12 – cocktail tables with sequin tablecloths, glass tops, centerpieces</del></li> <li><del>12 – bar stools</del></li> <li><del>10 – backdrops</del></li> <li><del>Several throne chairs with backdrops</del></li> <li><del>2 – couch and 1 fireplace</del></li> <li><del>Multiple benches</del></li> <li><del>2 – white trash cans with bags</del></li> <li><del>1 – room for social hour food with 2-6’ tables provided</del></li> </ul> <p style="text-align: center;"><b>NOT AVAILABLE @ THIS TIME DUE TO PANDEMIC</b></p>	

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