



## EVENT FACILITY RENTAL AGREEMENT AND CONTRACT

Event Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

Event Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Single Event or Multiple Days/Nights: \_\_\_\_\_

Details (For the best event pre-planning and production please provide a detailed plan and desired schedule for specific times and aspects of your event – use the Event Worksheet).

Client(s)/ Corporation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note:** Rental times vary depending on type of rental. Any additional hours may be charged additional fees.

- A signed contract and 50% of the total rental fee is required to reserve your date(s) and time(s).
- The balance of your rental fee is due one hundred and twenty (120) days prior to your event.
- A copy of your Special Event Liability Insurance (see INSURANCE section on page 2) is due no later than thirty (30) days prior to your event.
- Any additional costs that arise will be due the day of your event.
- **Only the items that are rented will be set-up for your event. The items in the warehouse are the property of the Quonset and can be rented. Please ask before entering the warehouse or using items that were not rented.**

Payment should be made to **the Quonset LLC**. Cash, check or major credit cards are accepted.

No refunds of the rental fees will be paid within 120 days prior to an event, as your agreement to rent **the Quonset** on this date may cause the loss of additional bookings or business. Half of the deposit is refunded if cancellation is more than 120 days from the event date, and all but \$200 will be refunded if **the Quonset** is able to re-book the date at the published rates.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged, Agreed by **the Quonset LLC**: \_\_\_\_\_ Date: \_\_\_\_\_

*Please initial and date the following three pages.*



## EVENT FACILITY RENTAL AGREEMENT AND CONTRACT

### CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping **the Quonset** a well maintained and safe location for future use.

### DEPOSIT/RENTAL FEE

A signed contract and date-hold deposit in the amount of \_\_\_\_\_ must be received to reserve your date (s) and time (s). The balance of your rental fee is due one hundred and twenty (120) days prior to your event. Any additional costs that arise will be due the day of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

### INSURANCE

Special Event Liability Insurance is required of ALL renters and is due no later than thirty (30) days prior to your event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring **the Quonset LLC** and **the Quonset LLC** employees, contractors and contracted vendors against all bodily injury, property damages, person injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including accessories to the premises and sidewalks. The insurance required hereunder shall have a single limited liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. **The Quonset LLC** shall be named as an additional insured of said policy.

If alcohol is to be served please make sure that the policy includes **Host Liquor Liability** coverage to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests. Established Catering Services may use their license and insurance to cover this. If alcohol is served there must be a licensed ABC bartender, but you cannot SELL alcohol without a permit from the Town of Collierville and a ABC licensed bartender. You are allowed to have alcohol at non-ticketed events with an ABC licensed bartender. Alcohol cannot be sold either directly or through ticked events. The Quonset requires proof of license of the licensed alcohol server and an event insurance policy naming the Quonset as additional insured.

### LIABILITY

Renter agrees to indemnify, defend, and hold **the Quonset LLC**, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at **the Quonset LLC**.

In the event **the Quonset LLC**, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay **the Quonset LLC**, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by **the Quonset LLC**, including all collection expenses and interest due.

### CATERING STANDARDS

Insurance- All caterers working at **the Quonset** are required to have a valid Certificate of Insurance on file with us.

Kitchen Policy- **the Quonset LLC** (from here on referred to as **the Quonset**) kitchen is production space and is to be used for final food presentation, plating and bussing only. Please note that **the Quonset** does not provide dishes, glassware, pots, pans, knives or utensils. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to check lists posted in the kitchen production area.

Caterers must place trash in the container outside provided by **the Quonset** at the close of your event. Failure to remove or clean will result in additional fees to caterer or renter.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_



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### CAPACITY

- 20 – 220 Seated at round tables, 260 at rectangle tables, 400 standing reception

### SITE DECORATION

**The Quonset** wants to make every event here is a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating item are to be used on our walls or floors. NO glitter or confetti is allowed on site. Only low tack tape (**command strips have been used in the past with success, but if they are not removed properly, they will damage the wall and a damage charge will be assessed**) is allowed on our floors and wall. Any damage will be charged after your event.

We do allow candles in the building but all open flames must be contained in a votive or a vase.

*Please note: only the items that are rented will be set-up for your event. The items in the warehouse are the property of the Quonset and can be rented. Please ask before entering the warehouse.*

### CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises. There is a designated cigarette/cigar smoking area in front of the building. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as school dances, we prefer that underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of **the Quonset** and **the Quonset LLC** staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the event costs shall be made.

### LIVE MUSIC/DJs/NOISE

**The Quonset** encourages music and lots of dancing!! However, please be aware that Town noise regulations do apply. In the event that renter's event creates a disturbance due to high noise volume, **the Quonset** onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at **the Quonset** discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter.

Loud music must end by 11:00 p.m. during weeknights (Monday thru Thursday) and by midnight on weekends (Friday thru Sunday).

### CANCELLATION

Half of the deposit is refunded if cancellation is one hundred and twenty (120) days from the date of the event, cancellations within one hundred and twenty (120) days all but \$200 will be refunded if **the Quonset** is able to re-book the date at the published rates.

### LOAD IN/LOAD OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by **the Quonset**. If there is an event prior to yours a timed delivery will be required. **The Quonset** is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

### CLEANING, TRASH AND EQUIPMENT REMOVAL

**The Quonset** will be in a clean condition prior to your event. You are required to return the facility to the same clean condition in which it was found at the conclusion of the event. All trash must be collected, properly bagged and removed by the renter or the caterer and disposed of in the trash bin located outside the facility. If client uses tables and chairs belonging to **the Quonset**, they must be free of food and properly cleaned. **All rental equipment must be removed immediately following your event.**

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_



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### TOWN, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable Town, County, State and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times. NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. **The Quonset** reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner participate in any act jeopardizing the rights, use permit, or insurability of **the Quonset** or the safety of its staff, guests, or building contents.

### ENTRY AND EXIT

Renter agrees that **the Quonset** staff may enter and exit premises during the course of the event. A representative of **the Quonset** will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. We will also be checking the restrooms, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

### LOST AND FOUND

**The Quonset** takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to thirty (30) days. Every attempt will be made to return any recovered item to its rightful owner.

### PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should **the Quonset** be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. Likewise, the use of event images for our promotional purposes will be used only if the renter agrees to the use.

We are happy to provide professionally created images of our space for promotional materials.

We hope you will refer others here and we are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the historic nature of the building.

A representative of **the Quonset** will be present at all events, and any questions about the facility, its contents or about our upcoming events and the charities we support can be directed to that representative.

### SERVICES PROVIDED TO RENTER

The space and space access, layout advice, planning of the event, contract with caterers, DJ or musicians, florist, photographers etc. are available at additional fee. Please inquire with **the Quonset** staff for rates.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_



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**The Quonset requires a credit card to be on file during the entirety of your event.**

Please complete and sign this form to authorize **the Quonset** to make a debit (s) to your credit card listed below. Once complete, please email to [sheila@thequonset.com](mailto:sheila@thequonset.com) or fax to **901-853-3911**.

By signing this form you give **the Quonset** permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

Please note that the rental fees balance will also be charged to this card one hundred and twenty (120) days prior to your event. Any additional costs that arise after that date will be charged the day of your event.

If you would like to use an alternative payment method (check, additional credit card, cash) for the facility rental fees balance, bar equipment, projector and/or miscellaneous costs, please check here . We offer a one-time 1% discount for cash or check payments. Returned checks will incur a \$30 service charge.

**Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.**

Billing Address \_\_\_\_\_ Billing Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account type: <input type="radio"/> Visa <input type="radio"/> MasterCard
Cardholder Name _____
Account Number _____
Expiration Date _____ (DD/YY) CVV2 Number _____ (3 digit number on back of Visa/MasterCard)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_.

I authorize **the Quonset** to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.