

EVENT CENTRAL LLC ROOM RENTAL CONTRACT

**9912 HOSIER STREET
NEWPORT NEWS, VA 23601
757-873-1244
eventcentralvainfo@gmail.com**

INSTRUCTIONS

1. Read all policies and initial at the beginning of each numbered line.
2. Fill in all applicable blanks, front and back.
3. Sign and date contract in all areas applicable.

*****NO GUM*****OR*****LIVE FLAMES ALLOWED, EXCEPT AS MENTIONED IN CONTRACT*****

Event Date: _____ / _____ / _____ # Guests: _____ (Max. 116) Type of event: _____

Guest(s) of Honor: _____ Colors being used for decor _____

MONDAY/WEDNESDAY/THURSDAY/FRIDAY/SATURDAY

SUNDAY/TUESDAY/HOLIDAY (Double rates below)

_____ **Garden Chapel** (wedding ceremony or conference)

\$200.00 4hrs. (with booking of banquet room)

_____ **Hilton Room + Kitchen**

\$400.00 4hrs. (without booking banquet room)

\$75.00 per hour rental

_____ **Warwick Room + Hilton Room + Kitchen**

\$100.00 per hour rental

_____ **Warwick Room + Hilton Room + Kitchen**

\$800.00 two day rental (Friday/10am-5pm & Saturday/8 hours)

Garden Chapel includes chairs, aisle décor, unity, 2 mechanical candles, and alter décor.

Kitchen is a warming kitchen. No cooking is allowed, only warming already cooked food. Includes 6 chafers, 13 drink pitchers, 2 drink dispensers, bar, 2 8' tables.

Hilton Room is a foyer/sitting room includes furniture and fireplace. (Furniture cannot be moved.)

Warwick Room is a banquet room with tables, chairs, and dance floor. This room accommodates up to 104 guests and 2-12 at the head table.

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.

Responsible party listed on contract is solely responsible for any damage to self, Event Central property, responsible parties 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 guests actions. You are also taking full responsibility for any intoxicated guests and their actions.

Client/Renter/Responsible Party -

Printed Name _____

Address _____

City _____ State _____ Zip _____

Phone(_____

email _____

Client Signature _____

Date _____

EC Representative Signature _____

Date _____

OFFICE USE:

HOURS and COSTS

_____ X _____ = _____

Day #Hours Cost Per Hr.

_____ X _____ = _____

Day #Hours Cost Per Hr.

_____ X _____ = _____

Day #Hours Cost Per Hr.

_____ X _____ = _____

Day #Hours Cost Per Hr.

Other= _____

Cleaning Fee= _____

\$TOTAL= _____

Setup Time: Day _____ Time: _____

Day _____ Time: _____

Event Time: Day _____ Time: _____

Day _____ Time: _____

Cleaning Time: _____

PAYMENT (Cash Only) DATE BALANCE

Final payment & guest count due _____ (15 days prior to event.)

1. Rooms are rented by the hour or two day rental. Walk through to be done 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. You will be charged the according hourly rate, if you decide not to adhere to the times you contracted. No prorating. 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. No refunds will be issued. NO EXCEPTIONS.

2. **Garden Chapel** includes chairs, aisle décor, unity, 2 mechanical candles, and alter décor.

Kitchen includes 6 chafers, 13 drink pitchers, 2 drink dispensers, bar, 2 8' tables, 1 36" table, and crystal square 18" cake stand.

Hilton Room is a foyer/sitting room includes 1 couch, 1 loveseat, 2 single chairs, and 2 single sitting ottomans, and fireplace. (Furniture cannot be moved.)

Warwick Room includes up to 13 60" tables, 104 guest banquet chairs, up to 12 white padded head table chairs, 4 6' rectangle head tables, 48" round cake table, 1 5' rectangle dj table, 1 6' rectangle gift table, 1 6' candy table (if needed), backdrop with hanging clear crystals, dance floor, and arch above cake. This room accommodates up to 104 guests and 2-12 people at the head table Optional items: 1wicker queen chair, 6 30" round cocktail tables.

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 and food. No real flames or real candles are allowed, except the use of a unity stand and chafer burners. NO EXCEPTIONS.

3. Kitchen items used must be cleaned and placed back in original location. Any missing and/or damaged items must be paid for by responsible party.

4. Event Central will setup the room according to number of guests expected. Please advise whether you desire an honorary table or head table. Event Central staff will not reposition tables a second time. Round tables are 60"/seat 8. It is clients' responsibility at walk through to verify room is set with correct amount of chairs and tables.

5. Room capacity is 104 guests and 12 head/sweetheart tables, but will change depending upon the number of tables desired, size of dance floor, décor, etc. (eg.: use floor space for dance floor = less room for seating).

6. DJ must be finished by 11pm. All rooms cleaned up, décor removed, and all guests vacated Event Central premises no later than 12midnight. Doors will be locked and lights out at 12midnight. All clean up must be performed the day and/or night of event. 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.)

7. Renter is responsible for the following at the end of the event. Walk through must be performed 15 minutes prior to unlocking door by client and before any load in or décor can be done. A walk through will be performed by an Event Central representative at the end of the event also.

<p>ROOM 1 & KITCHEN</p> <ol style="list-style-type: none"> 1. Wipe and clean all counters, including stove top, oven, microwave, and sink. 2. Remove all food from refrigerator, if used. 3. Wipe/clean refrigerator, if used. 4. Remove all personal décor from kitchen/room 1. 5. Remove any personal food from refrigerator or freezer. 6. Wash, dry, and put away any items used from kitchen. 7. Remove all trash, place a liner hanging on side of trash can and dispose of trash in outside trash dumpster in corner of parking lot. (Trash can liners can be found in bottom of trash cans.) 8. Place all trash cans on top of tables. 9. SWEEP kitchen. 10.MOP kitchen starting at sink and mop out turning off lights. <p>CLIENT will do cleaning. _____initial EVENT CENTRAL will do cleaning for fee. _____initial Room 1 - \$45.00 cleaning fee</p>	<p>ROOM 2 -</p> <ol style="list-style-type: none"> 1. Remove all personal décor. 2. Remove all trash. 4. Vacuum floor. 5. Wipe furniture, if needed. <p>CLIENT will do cleaning. _____initial EVENT CENTRAL will do cleaning for fee. _____initial Room 2 - \$50.00 cleaning fee</p>	<p>ROOM 3 -</p> <ol style="list-style-type: none"> 1. Wipe all chairs and tables mess free. 2. Stack chairs upside down on top of each table neatly. 3. Remove all personal décor. 4. Return Event Central rentals to same neat condition as received, if used. We will need to count. 5. Remove all trash and dispose of trash in outside trash dumpster in corner of parking lot.(Trash can liners can be found in bottom of trash cans.) 6. Place all trash cans in kitchen. 7. Vacuum floor and mop dance floor. <p>CLIENT will do cleaning. _____initial EVENT CENTRAL will do cleaning for fee. _____initial Room 3 - \$75.00 cleaning fee</p>
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8. I understand the removal of all personal décor put up by me, my guests, or family is the responsibility of renter/myself. (eg.: items attached to ceiling/lights, etc.) Do not tape, tack, or otherwise attach to the walls. Use of magnets is permitted onto sconces and drop ceiling track only.

9. You will automatically be charged above custodial rate, if your group does not leave the areas in the same condition in which it was received by the end of your contracted time. Only if time allows will you be given the opportunity to redo anything not done and/or cleaned properly to avoid the additional charge.

10. 35% payment upon booking and remaining balance 15 days prior to event date. Payments for banquet room rental are CASH ONLY.

11. 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. Responsible party agrees to be solely responsible for any damage to or loss of 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. It is suggested renter purchase event insurance. If renter does not purchase insurance and a loss, 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.

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). Event Central requires that any music or dj end by 11pm, thus giving time for clean up and or guests vacating premises by 12midnight when doors are then locked.

14. 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. ~ **Will this event have alcohol served? ~ YES or NO**

15. Security garage door must remain open at all times any guests are present within Event Central premises.

16. Do not use tape, tacks, or other materials on the walls, floors, or ceilings that may damage or leave residue on Event Central LLC property. Magnets are an accepted use for décor.

17. Pets are not allowed in rented premises other than service animals.

18. No smoking in rented premises or other areas inside Event Central LLC. Smoking areas are designated by an ashtray outside.

19. The renter will notify Event Central of any illegal activity witnessed in or around rented Event Central LLC premises.

20. Fire extinguishers are supplied in the common areas and must be used without negligence, misuse, blocked, or removed from premises.

21. Absolutely no hazardous materials are permitted in or around rented premises.

22. Renter must not block fire exits.

23. 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 permit. Additional security can be supplied at an additional charge. **We strongly advise security at all teen parties.**

24. 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.

25. This contract shall be governed, construed and interpreted by, thru, and under the laws of the state of Virginia.

26. It is the renter's responsibility to inform and enforce to guests, attendees, family, and vendors of all the above policies.

Caterer: _____ Music: _____

Decor: _____ Officiate: _____

27. Event Central LLC will issue NO refunds for any reason after a payment(s) has been made for room(s) rental. If possible, we will do our best to reschedule event, if needed, to a date acceptable to both client and Event Central LLC. 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.) Room 3 is not equipped with central heat/ac. Heat and air conditioning are provided from room 2. Ceiling fans are used in room 3 to circulate air. Room 1 is not equipped with heat, but a wall A/C is available, if needed.

28. Congratulations for reading all policies. Since you did read all the policies, we are going to give you 5% off the cost of room rental. Please mention this discount when signing your contract and making your first payment. Otherwise, discount will not be applied at any other time there after.

29. By signing on page 1 of this rental agreement, 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.

_Notes: _____

