

**The Roost Banquet Facility at
Creighton Brothers Crazy Egg Café**



4221 W Old Road 30
Warsaw, IN 46580
574-376-2549

Room Rental Fees:

	Weekday Hourly (up to 4 hours)	Weekend Hourly (up to 4 hours)	Weekday Full Day or Evening	Weekend Full Day or Evening*	Security Deposit
0-50	\$30	\$50	\$200	\$300	\$50
51-100	\$50	\$75	\$250	\$400	\$100
101-160	\$75	\$100	\$350	\$500	\$150
161+	\$100	\$100	\$400	\$600	\$200

Two-day rates and non-profit discounts are available upon request. Clean up and tear down must be included in the total number of hours allotted to an event.

*As of 9/1/16, all reception bookings must opt for a two-day rental minimum. Discounted rates are available.

Layout Options per Guest Count:

Conference, up to 20

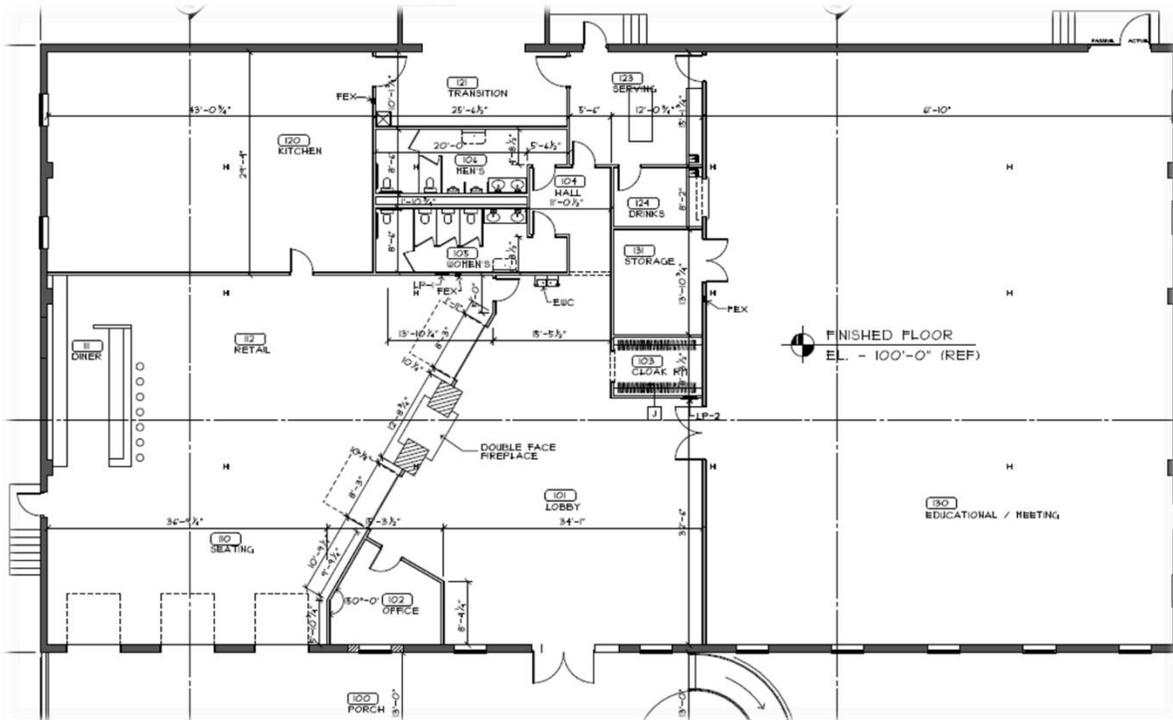
Classroom, up to 180

U-Shaped, up to 24

Rounds, up to 250

Hollow Square, up to 34

Theater, up to 350



Rental Application & Agreement

Please print clearly. This form (continued onto page 4) should be returned to the Hospitality Coordinator along with the room deposit in order to book your desired date.

Date Submitted: _____ Date(s) of Event: _____

Set Up Time: _____ Event Start: _____ Event End: _____ Wrap Time: _____

Recurring Rental. Repeats: _____ Until: _____

Name of Event: _____

Guest Count: _____ Final RSVP Date: _____ (must be 14 days prior to event)

Client/ Organization: _____

Non-Profit (501-3C) Creighton Brothers LLC employee

Contact: _____

Address: _____

City/State: _____ Zip: _____

Primary Phone: _____ Home Work Cell

Secondary Phone: _____ Home Work Cell

Email: _____

Room Layout: Please fill in the number requested of each item.

Tables: (Rent additional for \$7.10 each)

____ 5' round tables (20 available, seats 6-8)

____ 8' tables (6 available)

____ 6' tables (3 available)

Chairs: (Rent additional for \$.90 each)

____ chairs (170 available)

Linens: (Table coverings of some kind are required on all tables)

____ formal linens (rent for \$5-8.00 each, assorted colors available)

____ on-hand rectangular linens (\$5.99 each, white or black)

____ on-hand round linens (\$4.99 each, white only)

____ plastic covering (\$1.50 each, assorted colors available)

____ bringing own linens

Staging: (Groups of 50 or more only; complimentary staging for groups under 50)

____ Renter-provided staging

____ Roost-provided staging of tables and chairs (\$50 per hour of set up)

Warming kitchen needed (Food liability waiver must be signed/returned prior to event)

Café area or coffee bar requested (Quoted price only)

Outside alcohol service requested (Insurance required)

Name of Bar: _____

Audio Requests: (\$30 flat fee)

- microphones: ___ (1) wireless handheld ___ (1) headset*
- music through sound system (MP3 cord)*

Visual Requests: (\$70 flat fee)

- video projector*
 - laptop: ___ VGA cord ___ HDMI cord*
 - ___ DVD/Video*
- slideshow on 4 wall TVs (USBs and DVDs must be provided at least 2 days prior)*
 - ___ USB flash drive ___ DVD (only available on 2 screens)*

Your event will not be confirmed until the security deposit is submitted.

***Checks can be made payable to Creighton Brothers LLC*

Additional information or special requests:

I understand that this information is only a request and may be denied or negotiated until the time of event. I accept full responsibility for payment and understand that any and all changes to this information must be made at least 10 days before the date of the event, or the security deposit may be withheld in part or whole at the discretion of the Hospitality Coordinator.

_____ Full Name _____ Date

The Roost Catering Request Form

Please print clearly. This form should be returned to the Hospitality Coordinator at your earliest convenience (at least 3 weeks prior to the event) to ensure a full selection and staff on your desired date.

Dinner (Buffet or Plated)

Desired Entrée(s): _____

Desired Side(s): _____

Bread Selection: _____

Breakfast (Buffet only)

Lunch (Buffet or Plated)

Appetizer/Snack Buffet (Buffet or Plated)

Dessert (Buffet or Plated)

Beverages: (Pick 3)

Coffee

Water

Iced Tea

Cans of soda (special order only)

Lemonade

Place Settings and Utensils:

Silver-Rimmed Elegant Place Settings

Country/Rustic Place Settings

Casual Place Settings

I understand that these selections are by request only, and may therefore be denied in part or whole by The Roost for a number of reasons with notice up to two weeks in advance.

Signature: _____ Date: _____

Food Liability Waiver, Assumption of Risks, and Indemnification

Please read the following information thoroughly, sign at the end of the page, and return to Hospitality Coordinator prior to the event date.

WAIVER

In consideration of being permitted to participate in any event at The Roost at Crazy Egg Cafe where prepared food, cooked, perishable or otherwise are transported, further prepared, and consumed, I, for myself and for all in attendance, do hereby release, waive, discharge, and covenant not to sue Creighton Brothers LLC, their affiliates, direct or indirect, officers, employees, and agents from liability from any and all claims resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in any Event.

ASSUMPTION OF RISKS

Participation in any Event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary, and can include but are not limited to cooking food thoroughly; separating and not cross contaminating foods; chilling or refrigerating food appropriately; cleaning foodstuffs, instruments and hands used in and for food preparation; fire or gas hazards.

INDEMNIFICATION AND HOLD HARMLESS

I agree to INDEMNIFY AND HOLD HARMLESS Creighton Brothers LLC, their affiliates, direct or indirect, officers, employees, and agents (the "Indemnitees") from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in Events, whether brought by me, my company or its agents or employees, or other third parties, and to reimburse the Indemnitees for any such expenses incurred.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read this Waiver of Liability, Assumption of Risk, and Indemnity Agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, am over the age of 18, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

AGREEMENT BY SIGNATURE

I agree to all terms and conditions stated herein:

Signature: _____

Today's Date: _____

Name: _____

Event: _____

The Roost Rules and Regulations

Please read the following information thoroughly, sign at the end of page 10, and return to Hospitality Coordinator prior to the event date.

Reservation & Rental Agreement

Complete reservations require the rental agreement to be signed and dated, and accompanied by the **Security/Damage Deposit** in the designated amount. A completed reservation is due **14 days prior to the date of the event**. For rentals arranged less than 14 days in advance, full payment is due at the time of contract completion, along with a \$50.00 administration fee. A confirmation notice will be sent, along with a copy of the signed rental agreement, to the Renter within 7 days.

***The Security/Damage Deposit is not the rental fee. It secures the facility on the Renter's requested date(s) and serves as a refundable damage deposit. Violation of contract may result in part or all of the Security/Damage Deposit being withheld.**

The following must be completed and given to the Hospitality Coordinator 14 days prior to the event date:

1. Exact beginning and ending days / time of rental, as well as a final guest count.
2. Clarification of any additional hours needed, along with a contract for any additional items or services being requested for use.
3. A contact sheet of all outside vendors, including (but not limited to) Florist, DJ, Caterer, Bakery, etc. Please note that Proof of Liability Insurance is required for each outside vendor.
4. Payment of Security/Damage Deposit.

Terms & Conditions

1. Use of Premises & Grounds

- a. Facility and Grounds are only to be used for stated purpose(s). The Roost, along with the prep kitchen/drink station (if indicated on Rental Application), are included in the rental agreement. The Crazy-Egg Café, Coffee Bar, & Commercial Kitchen ARE NOT included in the rental agreement, and will remain off-limits to the Renter and his/her party at all times. Exceptions to this rule must be made in writing with The Roost before the date of the event.
- b. Set up and breakdown times must fall within the total rental time period. It is the responsibility of the Renter to assure that all scheduled deliveries, etc. are completed within the times listed in the rental agreement. Additional charges will be applied for events that exceed the agreed-upon rental time.
- c. All activities, including tear-down, must conclude no later than 12:00am. It is recommended that at least 1 hour is allotted for clean-up/tear-down following the conclusion of the event. A detailed list of expectations/procedures will be posted in the prep kitchen, and can also be found on page 11.

- d. The Renter (or a designated Contact Person) will need to contact and sign off with the designated member of our staff prior to vacating the facility.
- e. SMOKING IS PROHIBITED in the facility, as well as on facility grounds.
- f. No rice, confetti, or glitter is allowed inside or outside of the facility. Only loose ARTIFICIAL rose petals are permitted.
- g. No pets are permitted inside of the facility, with the exception of service animals.
- h. Nuts and nut products are not permitted inside of the facility. It is the responsibility of the Renter to inform caterers and guests of this policy prior to the event.
- i. Candles must be in holders that prevent wax from dripping on surfaces.
- j. DJs/Bands/Musicians must complete a technical walkthrough with a designated employee prior to the event. USE OF THE FACILITY'S AUDIO/VIDEO EQUIPMENT MUST BE DECIDED UPON PRIOR THE EVENT.
- k. Music cannot be audible beyond facility grounds or exceed 90dba.
- l. Children must be supervised at all times.
- m. On-site staff may monitor activities and has the authority to enforce contract rules. Rental can be terminated if Renter does not honor the Contract and/or Local Laws.

2. Set-Up & Breakdown

- a. If any facility-owned dishes and/or serving equipment is requested, The Roost will need to be notified 2 weeks prior to the event date. All dishes/servingware are to be scraped, rinsed, and stacked in prep kitchen. All counters are to be wiped down, and all food discarded.
- b. Fireplace in lobby can be turned on, per Renter's request, by a staff member for the duration of the event.
- c. DO NOT USE nails, tacks, or staples in the walls/woodwork. IF tape is used, it must be PAINTER'S TAPE. All decorations must be removed at the completion of the event.
- d. Clean and return tables/chairs to their original positions throughout the facility.
- e. All trash/recyclables must be gathered, bagged, and placed in designated areas.
- f. Event trash on the grounds, sidewalks, or in parking lot must also be gathered and discarded.
- g. Notify staff contact person of any damages that occur during the event.

3. Security Deposit/Property Damage

After review by the Hospitality Coordinator (including a day after check for additional damage), the Security/Damage Deposit will only be refunded if the rental checklist has been satisfied, there are no damages to the building and its grounds, Premise Rules were followed, and Renter has used the facility for the time stated in the Rental Agreement. Damages, cleaning, and/or additional time costs will be withheld from the security deposit. If damage to the facility exceeds the amount of the Security/Damage Deposit, THE RENTER AGREES TO PAY FOR/REPLACE ANY OBJECT OF THE FACILITY THAT WAS DESTROYED/DAMAGED/STOLEN DURING THE EVENT. Such payment will be required immediately upon receipt of notification from the facility.

4. Indemnification and Hold Harmless Agreement

The Renter agrees to indemnify and hold Creighton Brothers LLC and its officers harmless from and against any and all liability, claim, actions, demands, or losses of any kind and nature that may occur or be claimed with respect to any person(s), corporation, or property on or about the rental facility by reason of Renter's use or occupancy thereof. These may include, but are not limited to, accident, injury, or damage to property arising from any act of Renter or Renter's guest, whether intentional or negligent, which may occur during use. Renter agrees to pay all costs and attorney fees incurred by the facility, its owners and representatives, in defending any such claim or action brought against Creighton Brothers LLC.

5. Personal and Abandoned Property

The Roost assumes no responsibility for any property placed in the facility or on the premises, or any property that is left on the premises after the event is over.

6. Cancellation Policy

- a. All Cancellations must be made in writing and given to the Hospitality Coordinator.
- b. Cancellations made within three (3) days of signing the Rental Agreement: All money paid is refunded less a \$50.00 Administrative Charge.
- c. Cancellations made more than 21 days prior to the event: 50% of the TOTAL rental fee is forfeited by Renter and will be due 30 days from the event's previously scheduled date. 100% of the Security/Damage Deposit and 50% of the TOTAL rental fee are refunded.
- d. Cancellations made less than 21 days prior to the event: The entire rental fee is non-refundable and will be due 30 days from the event's previously scheduled date. If the Security/Damage Deposit has been paid in addition to the TOTAL rental fee, the Security/Damage Deposit will be refunded to the Renter.
- e. The Roost reserves the right to cancel any rental due to inclement weather, emergency conditions, acts of God, or events beyond the control of the facility. In case of cancellation initiated by our facility, all rental fees and deposits will be refunded in full.

7. Insurance

If using outside Vendors, Renter must provide a Certificate of Liability Insurance 30 DAYS PRIOR TO THE EVENT. This insurance certificate must explicitly state the following conditions:

- a. \$1,000,000 Bodily Injury and Property Damage Liability Limit.
- b. This facility, its owners, officers, agents, and employees must be named as additional insured for any claims resulting from or stemming from Renter or event. Failure to provide evidence of this insurance to the Hospitality Coordinator, 30 DAYS PRIOR TO YOUR EVENT, can be cause for immediate cancellation of your event. CANCELLATIONS RESULTING FROM RENTER FAILING TO PROVIDE PROPER AND TIMELY CERTIFICATE OF LIABILITY INSURANCE WILL BE TREATED AS A RENTER-CAUSED CANCELLATION OCCURING LESS THAN 30 DAYS PRIOR TO EVENT.

8. Alcohol Policy

- a. Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER 21 YEARS OF AGE. Renter agrees to refuse to allow alcohol to be served to, or consumed by, any person who is visibly intoxicated or under 21 years of age. Renter shall monitor all service, if any, of alcohol and specifically acknowledge that the Renter is solely liable for the consumption of alcohol by any person on the premises and that such liability shall extend to any aspect regarding the consumption of alcohol. Facility management reserves the right to ask any guest for identification to verify age and/or to ask the entire party to leave the facility if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor, or (3) a guest or guests appears intoxicated and refuses to leave the premises.
- b. If alcohol is SERVED at an event, we must receive proof 30 DAYS IN ADVANCE that the Renter or service contracted by the Renter have a valid LIQUOR LICENSE and SERVICE PERMIT from the STATE OF INDIANA. ONLY LICENSED SERVERS CAN SELL/POUR ALCOHOL.
- c. If alcohol is SOLD, Renter must obtain, and show proof of, a LIQUOR LICENSE 30 DAYS PRIOR TO EVENT.
- d. Alcohol consumption is PROHIBITED outside of the facility.
- e. RENTER SHALL INDEMNIFY AND HOLD THIS FACILITY HARMLESS FROM ALL LIABILITY FOR IMPROPER USE OF ALCOHOL.

AGREEMENT BY SIGNATURE

I agree to all terms and conditions stated herein:

Printed Name and Signature of RENTER / Date

Final Cleaning Checklist

Unless otherwise stated by the Hospitality Coordinator before the time of the event, the Renter should assume responsibility for the following tasks:

1. Make sure all kitchenware is washed and placed in drying rack (If you used anything from our catering kitchen)
2. Remove all linens from tables. Shake into trash container and then place linens in provided laundry basket or bags.
3. Check floors for any food or trash and sweep where needed.
4. Gather all trash and recyclables from banquet room (and bathroom, if used) and place in the proper dumpster behind the building.
5. Turn off lights in banquet room before leaving.

A final walkthrough should be completed with the designated staff member at the close of your event. Thank you again for choosing us for your meeting and celebration needs!