

## **COPPES COMMONS EVENT GUIDELINES & RENTAL CONTRACT**



### **Rental Fees and Deposits**

1. Pricing is for a one-day event. Additional setup time must be coordinated with and approved by the Events Manager, pending venue availability.
2. A deposit equal to 50% of the rental fee is due with a signed copy of this contract to secure the space. This deposit is non-refundable if your event is cancelled within 180 days of the reserved date.
3. The remaining balance is due 10 days before your event date.
4. A \$100 security deposit is due at the time of booking. This will be refunded no later than 30 days after your event if the venue is left in clean and without any damage. Any "messy" decorations like glitter, straw, twine, favors, etc. MUST be completely swept up and removed.
5. Damage to the facility will be assessed and charged accordingly.

### **Vendors**

6. All outside vendors must be approved by the Events Manager.
7. You are responsible to make sure food vendors comply with all applicable laws including the health department.
8. The event spaces, including the kitchen area, must be left in the same condition as it was found prior to the event.
9. Vendor set up times must be coordinated with the Events Manager.

### **Set Up:**

10. Setup time must be coordinated with the Events Manager in order for doors to be unlocked.
11. Tables and chairs included in the rental fee, will be set up and removed by Coppes Commons. If you choose to rent tables and chairs other than those provided, the rental company, contact name, and delivery/removal schedule must be provided to the Events Manager.
12. Avoid dragging items across the floors as they may leave deep scratches in the wood. Please carry or use something with wheels to move heavy items.
13. All décor is subject to approval by the Events Manager.

### **Safety and Security**

14. The building will be unlocked for the duration of your event, including arranged set up time. Coppes Commons is not responsible for the protection or storage of items brought onto the property for an event.
15. Children must stay in the rented area and be supervised by responsible adults at all times.
16. Coppes Commons is not responsible for damage or theft from the parking lot and surrounding areas of the facility.

## Facility Regulations

17. The use of candles, sparklers, or any other form of fire is prohibited on the premises. Battery-operated candles may be used.
18. The use of any tape is prohibited on the floors as it will damage the finish. Scotch tape and masking tape are allowed for the walls but must be completely removed when the event is over.
19. The use of alcohol and tobacco are prohibited from the premises, including parking lots and surrounding spaces outside the facility.
20. It is a violation of fire code to hang anything from the fire sprinkler pipes.
21. No live animals are to be brought inside the facility at any time, with the exception of service animals.
22. No vehicles with a motor may be driven inside the facility.
23. Guests are prohibited from tampering with the fire alarms, sprinkler pipes, opening windows, or adjusting thermostats.
24. Event guests are not to park in the first two rows of spaces nearest the building. These are to remain available to patrons of the Coppes Commons Shoppes. Inform the Events Manager of any guests with disabilities who need to park there.
25. Guests with disabilities are welcome to use the lift near the Upper Room entrance. Vendors may use this only for loads less than 700 pounds. Vendors must use the freight elevator for items heavier than 700 pounds.

## Tear Down

26. All events must end by 11:00 PM of the rented day. Clean up must be completed and all parties must exit the facility by midnight of the rented day.
27. All items and rentals must be removed by midnight unless coordinated and approved in advance by the Events Manager.
28. Any damage or trash left behind in the facility, parking lots, or surrounding areas will be assessed and charged accordingly for cleanup and repair.

By signing below, I, \_\_\_\_\_, have read and understand all of the above stated terms of the Coppes Commons facility and will adhere to these guidelines as a condition of my rental. I have paid the 50% rental deposit and the \$100 security fee, and promise to pay the remaining 50% by \_\_\_\_\_.

Date 10 days from event

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Coppes Commons Administration

\_\_\_\_\_  
Date

## Event Information

Name(s) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Name of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Event Times \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

Upper Room \_\_\_\_\_ Joining Room \_\_\_\_\_

Number of Guests \_\_\_\_\_

Total Rental Price \_\_\_\_\_ *See pricing information on page 4.*

## Pricing Information

Pricing is based on number of guests and includes tables and chairs (please check with Events Manager for types and quantities). Coppes Commons staff will set up and remove included tables and chairs for your event.

Pricing for ONE Room		
Number of Guests	Rental Fee (Fri. & Sat.)	Rental Fee (Sun. – Thurs.)
50	\$700	\$600
100	\$1,300	\$1,100
150	\$1,800	\$1,500
200	\$2,200	\$1,800
250	\$2,600	\$2,200
300	\$3,000	\$1,600
350	\$3,400	\$3,000

Pricing for TWO Rooms		
Number of Guests	Rental Fee (Fri. & Sat.)	Rental Fee (Sun. – Thurs.)
100	\$2,000	\$1,700
150	\$2,450	\$2,050
200	\$2,900	\$2,500
250	\$3,500	\$3,100
300	\$3,700	\$3,300
350	\$3,950	\$3,550

### **Event Coordination:**

Events at Coppes Commons can be coordinated by the Events Manager at an additional cost. Depending on the size and scope of your event, the event planning pricing below can be tailored to your event needs. Full event coordination includes everything from the initial concept meeting to vendor coordination and event day setup, and everything in between. Week-of wedding coordination includes following up and providing finalized information to vendors, any last minute details, and event setup. Non-wedding events can be planned start to finish, or simply event setup only.

<b>Event Coordination Pricing</b>	
Full wedding coordination	\$1,000
Wedding week coordination	\$500
Non-wedding full event coordination	\$500
Non-wedding event setup only	\$100