

**The White Room at Crompton Collective**

**Client/Business Information:**

Client/Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Todays Date\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City) \_\_\_\_\_(State) \_\_\_\_\_\_\_\_\_ (Zip Code)

Phone ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Information:**Event Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time (5pm or after, is suggested for Weddings) \_\_\_\_\_\_\_\_\_\_\_\_\_ End Time (10pm cutoff)\_\_\_\_\_\_\_\_\_\_\_\_  
Number of Guests (Under 200)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Requests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATEMENT OF UNDERSTANDING REGARDING FACILITY USAGE

In order to prevent misunderstandings between both parties, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (venue guest) agrees to the following contract as part of their understanding regarding the use of facilities owned/leased by Crompton Collective.

**Payment Information:**

Any rental other than a wedding, payment must be **paid in full** when booked.

For Weddings a Non-refundable deposit 50% must be made to hold a wedding date. Full payment must be made one month prior to wedding date. Payment can be paid by cash, check, or credit/debit card after we send you an email invoice. Any cancellation must be made 60 days prior to event. Failure to do so will automatically forfeit deposit and any payment made. All cancellations will incur a $200 handling fee.

**Rules/Rental Agreement:**

* **You are required to use our** [**preferred vendors**](https://docs.google.com/document/d/1ZyJ3BhtNLTLG9ctRFrflvgWNq-5YjaTcSNq6M1s4_uk/edit) **for food and bar. For Weddings you must choose from Creedon, Struck or Peppers**.
* You are required to use our assorted wood chairs for event seating. Additional chairs can be rented from your caterer. (*Chairs for outside ceremony must be rented*).
* Client is responsible for setup and breakdown of all event materials unless designated by party, caterer and vendors.
* All vendors (caterer, photographer, dj, band) entering our space must have insurance and name Crompton as additional insured.
* Event space must be returned to original state including any cleaning upon conclusion of event.
* Cancellation including refund (excluding non-refundable deposit) must be made 2 months in advance.
* If your event runs over the end time you will be charged $200 per extra hour up to 10pm.
* Crompton Collective is not responsible for lost, broken, or stolen items.
* Client is liable for any damage done during use of event space.
* Please no glitter, or taping items to our walls.
* Please do not slide any of the furniture across our floor. It damages the floor.
* Crompton Place is a community building. Please note this is not a private Wedding Venue and guests may visit all other businesses during wedding hours if needed.
* **All events end at 10pm.**
* Crompton Collective reserves the right to change this contract with notification of client.

**Event/Specification Needs:**

**Notes:**