

# EVENT CENTRAL LLC FACILITY RENTAL CONTRACT

9912 Hosier Street, Newport News, Virginia 23601 ~ 757-873-1244 ~ eventcentralvainfo@gmail.com

**\*\*\*NO LIVE FLAMES ON CENTERPIECES OR GUM ON CANDY STATION ALLOWED\*\*\***

**EXCEPTION FOR BIRTHDAY CAKE CANDLES, CHAFER BURNERS IN KITCHEN, & CANDLES ON UNITY IN CHAPEL ONLY**

## INSTRUCTIONS

1. Fill in all blanks on contract.
2. Circle the rental packages/rooms.
3. Initial at the beginning of each policy reading and agreeing to policy.
2. Initial cleaning list whether client clean or hiring Event Central staff for fee.
3. Circle yes or no, for alcohol during event. Liquor license required.
4. Sign and date contract.
5. Payment on contract is required to secure date.

Event Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ #ofGuests \_\_\_\_\_

Type of event \_\_\_\_\_

Guest(s) of Honor: \_\_\_\_\_

Coordinator \_\_\_\_\_ Colors used \_\_\_\_\_

|                                                                                    |                                                          |                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BANQUET ROOM 1,2,3</b><br><b>\$1000. (10am – 12midnight)</b>                    | <b>BANQUET ROOM 1,2,3</b><br><b>\$100. Hourly Rental</b> | <b>Banquet Room</b> (seats 100+10headTable+2king/queen chairs on stage)<br><b>+ Lounge + Kitchen</b> + comes with items listed in this contract for room 1, 2, & 3                                                   |
| <b>CHAPEL &amp; SOCIAL HOUR AREA</b><br><b>\$100. Hour Rental</b>                  |                                                          | <b>Garden Chapel</b> (seats 100 and includes beautiful décor) <b>+ Social Hour Area</b><br>+comes with décor as is for chapel & social hour area – changes will incur a charge                                       |
| Optional<br><b>\$10. Per Person</b><br><b>DECORATIONS/INSTALL/REMOVAL/CLEANING</b> |                                                          | <b>chaircovers+chair bands w/brooches+tablecloths+overlays OR runners</b><br><b>+centerpiece w/light+mirror</b><br>+ installation and removal of décor listed above + cleaning rooms 1,2,3 (stated in this contract) |

Event Central LLC agrees to rent to listed responsible party the room(s) and/or area(s) indicated above.

By signing below, responsible party agrees to be bound by all policies in this contract. Responsible party takes sole responsibility for any damage to responsible party self, responsible party's property, any actions of their attendees, intoxicated guests, attendees' property, any damages to Event Central property, whether inside or outside building, and whether before, during, or after event times. Responsible party will provide a safe alternative for intoxicated guests to arrive to their destination. Responsible party also releases Event Central LLC and its' owners of all the responsibilities stated in this paragraph and agrees to pay for damages to Event Central LLC property, to self, and to attendees self or property.

Responsible Party Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

EC Rep. Signature \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE USE ONLY - Room Charges:

**Banquet Setup Time** \_\_\_\_\_ to \_\_\_\_\_  
*(Client/Vendor Setup, such as....Décor, Caterer, DJ, Cake, Etc.)*

**Banquet Event Time** Arrival \_\_\_\_\_ Departure \_\_\_\_\_

**Banquet Cleaning Time** Start \_\_\_\_\_ Lock Up \_\_\_\_\_  
*(Last hour is client/vendor load-out & cleaning, such as....décor, caterer, DJ, cake, etc.)*

**Chapel Time** Guests Arrive \_\_\_\_\_ Guests to Banquet \_\_\_\_\_

**Ceremony Time** \_\_\_\_\_ (Showroom closes at 2pm on Saturdays.)

|       |       |                              |                     |
|-------|-------|------------------------------|---------------------|
| _____ | _____ | X \$100. Hr.                 | ( _____ )= _____    |
| Day   | Hours |                              | Room                |
| _____ | _____ | X \$1000. <sup>10a-12a</sup> | (Room 1,2,3)= _____ |
| Day   | Hours |                              | Room                |
| _____ | _____ | X \$100. Hr.                 | (Room 1,2,3)= _____ |
| Day   | Hours |                              | Room                |
| _____ | _____ | X \$100. Hr.                 | ( _____ )= _____    |
| Day   | Hours |                              | Room                |

Walk through on: Room Rental Fee = \_\_\_\_\_

Day: \_\_\_\_\_ Décor Package Fee= \_\_\_\_\_

Time: \_\_\_\_\_ Cleaning (1,2,3) = \_\_\_\_\_

**TOTAL FEES=** \_\_\_\_\_

| <u>DATE</u> | <u>PAYMENT</u> (CC w/3%fee or CASH) | <u>BALANCE</u> |
|-------------|-------------------------------------|----------------|
| _____       | _____                               | _____          |
| _____       | _____                               | _____          |
| _____       | _____                               | _____          |
| _____       | _____                               | _____          |
| _____       | _____                               | _____          |
| _____       | _____                               | _____          |

**Final payment & guest count due** \_\_\_\_\_ (15 days prior to event )

## ROOM LIST AND SUPPLIES

| Banquet/Room 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Lounge/ Room 2 & Hall                                                                                                                            | Kitchen/Room 1                                                                                                             | Dressing Room                                                                                                                                                                                                                                             | Garden Chapel                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 100 guests<br>10 head table<br>2 king/queen chairs on stage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Moving furniture not allowed.                                                                                                                    | Warming only.<br>Buffet tables remain in kitchen. Chafer burners not included.                                             | upstairs                                                                                                                                                                                                                                                  | Showroom does not close on Saturdays until 2pm.                                                               |
| -dance floor (cannot be moved)<br>-dj booth w/ 6' table, lights, black tablecloth<br>-gift table w/ 8' table with black & white tablecloths<br>-cake table 48" rnd with white tablecloth & light<br>-stage w/ 2 white king/queen chairs, glass top table dressed in white, white backdrop w/lights, and columns with crystals and uplights<br>-head tables w/ up to 10 white padded folding chairs, 3 - 6' rectangle head tables (décor not included)<br>-guests w/ up to 11/60" round tables (8 per table), 2/48" round (6 per table)<br>-100 (maximum) gray padded guest banquet chairs (décor not included) | 1 couch<br>1 loveseat<br>2 single chairs<br>electric fireplace<br>dvd player<br>tv (no cable)<br>1 glass coffee<br>2 glass end tables with lamps | oven<br>freezer<br>stove top<br>microwave<br>refrigerator<br>2 - 6' tables draped in black<br>1 - 4' table draped in black | Dressing room available upstairs only when booking the banquet facility.<br><br>Event Central is released of ANY and ALL liability and injury resulting in the use of the dressing room including, but not limited to theft and/or falls down the stairs. | alter décor<br>aisle décor<br>100 white chavari chairs<br><br>Event Central rep will play music at no charge. |

## CLEANING LIST PER ROOM

### KITCHEN/Room 1 - \$50. Cleaning fee

1. Wipe and clean all surfaces, counters, and microwave.
2. Remove all items from refrigerator and freezer and wipe out.
3. Clean, dry, and put away all kitchen items.
4. Take trash to dumpster in parking lot.
5. Sweep kitchen.
6. MOP kitchen starting at sink and mop your way out turning off lights. (Mop bucket/sink/bleach in cleaning room) DO NOT step on wet floor please. All clean up must be performed the day and/or night of event. Missing and/or damaged items must be paid for by responsible party at end of event time.

CLIENT will do cleaning. \_\_\_\_\_ initial

EVENT CENTRAL will do cleaning for fee. \_\_\_\_\_ initial

### LOUNGE and BAR /Room 2 & HALL - \$25. Cleaning fee

1. Remove all personal décor and trash.
2. Clean glass tables and furniture with windex, if needed.
3. Vacuum floor.
4. Clean bar in hallway with windex. Take out trash.

CLIENT will do cleaning. \_\_\_\_\_ initial

EVENT CENTRAL will do cleaning for fee. \_\_\_\_\_ initial

### BANQUET/Room 3 - \$75. Cleaning fee

1. Stack chairs 8 together. DO NOT pull chairs across carpet.
2. Roll tables on their sides to perimeter of room with feet out.
3. Mop dance floor,
4. DJ booth – take out trash and vacuum.
5. Clean stage and cake table glass with windex.
6. Vacuum floor and stage. Use scrub brush & water on any food spots.
7. Take trash to dumpster and check outside area for trash left by your guests.

CLIENT will do cleaning. \_\_\_\_\_ initial

EVENT CENTRAL will do cleaning for fee. \_\_\_\_\_ initial

### 1. PAYMENTS AND CANCELATION POLICY

35% of total is 1<sup>st</sup> payment upon booking and remaining balance 15 days prior to event date. Contract void and all payments forfeited, if not paid by due date. Payments for facility rental are CASH or Credit Card ONLY. Credit card surcharge on all credit card payments that is not greater than our cost of acceptance. **No refunds. Contract cancelled 60 days or more from date of event, credit issued toward rentals at Event Central. Contract cancelled within 60 days of event date, no credit and payments are forfeited.** Rescheduling must be done 61 days or more before the event. Reschedule date is not available, the above policies apply. Three hour minimum per banquet room and no prorating. Starting event later than contracted does not allow staying later, unless additional hours are purchased. Additional time is cash only. If event is over and cleaning is finished, doors will be locked and all individuals are required to leave, regardless of time on contract. No refunds.

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 attendees (ie.: dj). Walk through with client and Event Central staff 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.

\_\_\_\_ 2. ~ **Will this event have alcohol served? ~ YES or NO** ~ (Circle the correct answer) 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. License can be obtained at the ABC office. 4907 W. Mercury, Newport News, 757-825-7830.

\_\_\_\_ 3. 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, food, and liquor. You can also choose the package above to include décor, setup, removal, and cleaning of the rooms, if you desire.

\_\_\_\_ 4. Event Central will set tables and chairs in the room one time according to number of guests expected. Verify amount is correct.

\_\_\_\_ 5. DJ must be finished by 11pm. WI-FI is not available. All rooms cleaned up, décor removed, all guests vacated Event Central premises, and locked up no later than 12midnight. Doors will be locked and lights out at 12midnight. 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.)

\_\_\_\_ 6. The removal of all personal décor is the responsibility of renter and/or client on contract. Do not tape, tack, or otherwise attach to the walls. The paint will come off. Use of magnets is permitted on sconces and drop ceiling track only. Command strips are not allowed.

\_\_\_\_ 7. **All public adult or teen parties require armed licensed/bonded security. All security must be represented in a shirt that clearly states "Security"**. 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 proper permit. Additional security can be supplied at an additional charge. No hanging out in the parking lot or behind Event Central buildings, whether adult or minor.

\_\_\_\_ 8. 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).

\_\_\_\_ 9. Security garage door will open at "event time" and must remain open at all times any guests are present within Event Central premises.

\_\_\_\_ 10. Renter is responsible for cleaning at the end of the event, unless payment has been made to Event Central for our employees to do the cleaning. A walk through will be performed at the end of the event also. You will be charged the hourly rate, if not finished by contracted time.

\_\_\_\_ 11. Responsible party agrees to be solely responsible for any damage/loss and/or missing items of Event Central's property AND 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 or the use of Event Central property, including, but not limited to any falls and/or ALL injuries to self and ANYONE attending event. It is suggested renter purchase event insurance. If renter does not purchase insurance and a loss of any kind to products or property, 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. 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. No smoking in rented premises or other areas inside Event Central LLC. The renter will notify Event Central of any illegal activity witnessed in or around rented Event Central LLC premises. Do not allow guests to hang out in the parking lot or behind the building. Fire extinguishers are supplied in the common areas and must be used without negligence, misuse, blocked, or removed from premises. Absolutely no hazardous materials are permitted in or around rented premises. Renter must not block fire exits. Pets are not allowed in rented premises other than service animals.

\_\_\_\_ 13. 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. This contract shall be governed, construed and interpreted by, thru, and under the laws of the state of Virginia.

\_\_\_\_ 14. By signing on page 1 of this rental agreement AND/OR initialing policies, 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.

