A Step to Gold International Ballroom

TRIANGLE DANCE SPORT, LLC

Application for Rental Agreement

Contact: (919) 899-2906 or events@asteptogold.com

www.asteptogold.com







A Step to Gold International Ballroom offers spacious weekend facility rental for weddings, parties, and receptions. Rentals for meetings, seminars, and classes may be held Monday-Friday from 6:00am until 5:00pm.

FACILITIES

A Step to Gold International Ballroom has three rooms available for rent:

The Starlight Ballroom is 2400 square feet (60' x 40') with floor-to-ceiling windows on two sides. This room will accommodate approximately 225 people for a standup reception and approximately 180 seated at tables. This room also has a private entrance from the balcony that wraps around the entire second floor of the building.

The Wasser Room is located in our lobby area and is 1100 square feet (25'x 40'). It's ideal for early morning breakfast meetings and half-day business meetings. This room can accommodate approximately 75 people for a reception or 55 people seated at rounds.

The Executive Ballroom (13' x 25') is a private room seating 20 people and is ideal for the quick getaway meeting. This room can also be used as a catering prep room since it is adjacent to the kitchen area.

INCLUSIONS (the following items are included in your rental Two 8-foot, and Three 6-foot rectangular tables

- ***Three*** 8-foot, and **Five** 6-foot rectangular tables
- **15** table bases (and tabletops) that can be used for lowboy and cocktail tables or 48-inch round tables PLUS **3** four-legged 48-inch round tables to make a total of 18 round tables.
  ALL seat 6 people each or 108 total.
- 108 banquet chairs and Black Chair Covers (Anything over 108 will be and additional $3.00 per chair)
- Access to kitchen facility which includes refrigerator, microwave, coffee maker and warming oven.
- Our Deejay equipment and sound system which uses CDs or an auxiliary input
- Heavy duty 39-gallon garbage bags for trash. ***(You must ask the ASTG representative to supply as needed.)***

You may bring in the caterer of your choice for **no additional fee**.

EXCLUSIONS (the following items are not included in your Basic Rental, but are optional additions

- Dishes, glasses, or other tableware Chair covers in other colors than black Linens
- Food or catering
- Setup and cleanup

Basic Rental Price List

Weekend Rentals

Saturday (Entire Facility)	$1995 for up to 10 hours max 125 people, $175 each additional hour. $2295 for up to 10 hours, More than 125 people, $175 each additional hour
Friday & Sunday: Starlight Ballroom **only**	$200 per hour- 4 hour minimum Less than 110 guests) $160 each additional hour **(INCLUDES THE USE OF THE EXECUTIVE BALLROOM)**
Friday & Sunday: Wasser Room only	$100 per hour—less than 60 people **(INCLUDES THE USE OF THE EXECUTIVE BALLROOM)**
Friday & Sunday: Executive Ballroom	$50 per hour—Less than 25 people
Holiday Rental	$2500 for up to 10 hours, $200 each additional hour

Daytime Rental

Monday - Friday

6:00am – 5:00pm

Starlight Ballroom	$700 for up to 6 hours
Wasser Room	$500 for up to 6 hours
Executive Room	$200 for up to 6 hours

May reserve Executive Room plus one other room including use of kitchen.

Security Deposit

Saturday & Sunday	$350
Holiday Rental Deposit	$500

Maintenance

Setup	$250 (Includes setting up and dressing tables and chairs)
Cleanup	$250
Setup **AND** Cleanup	$500
Security Guard Fee	$35 per hour (4- hour Minimum) (**required** for Alcohol service)

Miscellaneous

Use of Balcony for food service	$300
Projector & Screen	$100

A Step to Gold International Ballroom

TRIANGLE DANCE SPORT, LLC

Inclusive Packages

Basic Rental

Prices Starting At

- ❒ 10-hour VenueRental
- ❒ Tables and Chairs for 108 people (more can be rented)
- ❒ Audio equipment
- ❒ Access to entire facility including kitchen
- ❒ Heavy duty garbage bags for cleanup

$1995

Bronze Package

- ❒ 10-hour Venue Rental
- ❒ Tables and Chairs for108 (more can be rented)
- ❒ Audio equipment
- ❒ Access to entire facility including kitchen
- ❒ Heavy duty garbage bags for cleanup
- ❒ Setup and Cleanup for your event
- ❒ Polyester tablecloths your choice of solid colors
- ❒ Centerpieces for each table

For up to 50 Guests $2,700
For up to 100 Guests $3,550
For up to 150 Guests $4,200

Silver Package

- ❒ 10-hour Venue Rental
- ❒ Tables and Chairs for 108 (more can be rented)
- ❒ Audio equipment
- ❒ Access to entire facility including kitchen
- ❒ Heavy duty garbage bags for cleanup
- ❒ Setup and Cleanup for your event
- ❒ Polyester tablecloths your choice of solid colors
- ❒ Centerpieces for each table
- ❒ Chair covers and Sashes (including tying) in the solid color of your choice
- ❒ Cloth napkins in the color of your choice
- ❒ Security Guard (required for alcohol service)

For up to 50 Guests $3,660
For up to 100 Guests $4,250
For up to 150 Guests $5,150

Gold Package 10 hour Venue Rental

- ❒ 10 Hour Venue Rental
- ❒ Everything in the SILVER PACKAGE PLUS:
- ❒ Polyester Tablecloth Overlays
- ❒ Deejay with Professional Lighting & Sound
- ❒ Professional catering, buffet style
- ❒ Bartender and bartending services
- ❒ Audio equipment, projector and screen
- ❒ DeeJay with Professional lighting & Sound

For up to 50 Guests $ 9,000
For up to 100 Guests $11,000
For up to 150 Guests $13,700

Rental Agreement Form

Date of Rental ..... Set-up Start Time.....

Event Type ..... Event Start Time .....

Number Expected..... Event End Time .....

Clean up End Time .....

Name .....

Name of Organization .....

Address .....

City .....State……Zip Code…… …..

Primary Phone.....Secondary Phone……

E-mail .....

Work Address……..

City……State……Zip Code……...

Emergency Contact Name……

Emergency Contact Phone……..

Room(s): Executive Wasser Starlight Entire Facility

Our sound system Y___N___

Microphone Y_____N_____

Is admission being charged? Y_____N_____

Vendor Names

Name of Caterer & ph. #.....

Photographer & ph. # .....

Videographer & ph. # .....

Florist & ph. #.....

Cake Baker & ph.#.....

Event Planner & ph. # .....

Rental Company & ph. #.....

Do you need linens? What and how many? .....
.....

Do you need chairs? How many? .....

Do you need Security for your event? ..... (Required for alcohol service. Beer & Wine only)
.....

Post event clean up to be completed by: Client ……Caterer…… ASTG) ……

Renter's Signature:_____Date:_____

ASTG Staff Signature:_____Date:_____

Fee and Payment Schedule

Damage Deposit	$350.00
Rental Fee	
Security Guard, $35.00 per hour,_____hours (4-hour minimum)	
Bronze, Silver, Gold, or Custom Package:	
SUBTOTAL (with Deposit)	
TOTAL due	

I have read, understand and agreed to the terms in the rental information brochure for A Step to Gold. ASTG is not responsible for items lost or left by attendees.

Renter's Signature:_____ Date:_____

ASTG Staff Signature:_____ Date:_____

Payment #	Date	Payment Method	Amount Paid	Balance Due
Deposit				

Terms and Conditions

- **Beer, Wine, Smoking, Weapons & Security**
  - Only beer and wine are allowed. No hard liquor permitted on the premises.
  - Beer can only be served in cans or a keg.
  - Drinking must cease 1 hour prior to the end of the event.
  - Drinking under the age of 21 & smoking is **prohibited** in the facility.
  - Security Guard will be on the premises until the last person exits the facility.
  - No weapons will be permitted on the premises (guns, knives, taser)
  - Security guard may be paid separate on the day of the event, cash only.

- **Set up & Clean Up (applies if client is responsible for Set Up and Clean Up)**
  - Renter can start set-up no earlier than 2 p.m.
  - Renter is responsible of disposing of all trash.
  - Trash bags must be tied & /secured and placed in trash containers in the dumpsters located behind the building.
  - Clean kitchen and restrooms – wipe down counters, appliances, sink and remove all items from refrigerator.
  - Tables will be wiped down and returned to storage area.
  - Balcony will be cleaned – pick-up cigarette butts, bottles, cans and trash.
  - All liquids must be disposed of in the sink. Do not place items filled with liquids in the trash can.
  - Any spills on the balcony, gallery, stairwell, and elevator area must be cleaned up. Client will be responsible for power washing required to clean up the spills.
  - Floors will be swept and free of any spills.
  - Elevator will be swept and free of any spills.
  - Remove all décor (balloons, confetti, decorations)
  - Clean-up will begin at least 1 hour prior to the end of your rental.
  - Event start time and end times as specified on your Rental Agreement will be strictly adhered to.
  - If your event exceeds the allotted time as specified in your agreement, you will be charged the regular hourly rental rate.
  - If clean-up is not completed per the guidelines of the Rental Agreement, a **minimum** of $250 (the cost of clean-up) will be deducted from your security deposit.

- **Reservations, Security Deposit, and Rental Fees**
  - Reservations are considered tentative until a deposit of $350 and a signed contract is received.
  - Regular monthly payments are required if rental fees are not paid in full at the time of reservation.
  - All rental fees must be paid in full 30 days before your event.
  - All rental fees must be paid in full before any additional linens/decorations are rented and/or purchased. Renter will be responsible for any additional fees/penalties associated with late or non-payment for items.
  - Security Deposits will be returned within 15 working days after your event provided that there are no damages to the facility.
  - If a payment is returned for non-sufficient funds, a $25 fee per returned payment will be added to your account and checks will no longer be accepted as a form of payment (only cash, credit, or money order).

- **Deliveries of rental equipment**
  - Any deliveries of rental equipment must be done between the hours of 12noon and 6pm Monday –Saturday. It is recommended that a representative be present at delivery and pick-up. ASTG is not responsible for any rental equipment or items left after the event. Contact the event coordinator to schedule all deliveries.
  - Non-perishable food items (soda, beer & wine, etc.) and materials for setup may be dropped off the day before or morning of your event. Must be scheduled by event coordinator.
  - All rental items must be picked up no later than noon on the Monday following your event. Any items left at ASTG will be subject to at $25/day storage fee and will be deducted from your security deposit. After 7 days, if the items are still not picked up, they will be disposed of and ASTG will not be responsible for the cost of replacing the items.

By initialing here, I agree that I have read and understood the Terms and Conditions set forth by A Step to Gold International Ballroom

Initials:_____ Date:_____

Terms and Conditions

- **Supervision and Conduct**
  - ASTG has the right to end your event if your guests become unruly, cause extensive damage to the property, have physical altercations, etc. Renter will not receive a refund of any rental fees, but will have their security deposit returned (minus any damages, if applicable)
  - Renter is responsible for the supervision, activities and control of your minor guests. Minor guests will not be supervised by ASTG staff.
  - Minor guests must be supervised by an adult at all times while on the premises including the common area, elevator, and balcony. ASTG is not responsible or liable for any injuries or accidents that occur during the event. Liability is that of the Renter.
  - Playing in the elevator is not permitted. Any damage, destruction, or defacement will result in loss of deposit.
- **Damages**
  - In the event that there are damages done by renter or their guest, payment to cover damages will be deducted from your security deposit. Should damages exceed security deposit, renter will be billed for any additional charges.
  - Renter agrees not to damage, destroy or deface property.
  - Renter is responsible for the cost of repair or replacement of any property provided to you by ASTG that is damaged, destroyed or defaced by you or your guests.
- **Cancellation**
  - If you cancel your event 90 or more days prior to the event – You forfeit (lose) your deposit
  - If you cancel your event between 30 and 90 days prior to the event, you still owe 50% of the rental fee.
  - If you cancel your event less than 30 days prior to the event – Renter is obligated for the total rental fee.
  - **There is $500.00 fee to change your event date within 90 days of the** date for which you have already signed an agreement. A new contract must be signed for the new date.
  - ASTG will pursue litigation for any unpaid fees associated with your event.
- **Inclement Weather Policy and Other Occurrences Outside of ASTG's Control**
  - Inclement weather includes such occurrences as natural disaster, dangerous weather conditions, fire, destruction, war, governmental order, quarantine and administrative evacuation (i.e. bomb threats) or other forces or events outside of ASTG's control
  - You will be offered the option to reschedule to a date and/or timeline when ASTG and its vendors can retain the full package options of your original contract.
  - If you do not have the flexibility for rescheduling, your original contract will be forfeited, WITHOUT REFUND of any payments. Your security deposit will be returned up to two weeks after ASTG receives your cancellation in writing.

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Initials:_____ Date:_____

Renter's Cleanup Checklist

(Applies only if clients are responsible for cleanup)

Before leaving the premises, the renter is responsible for assuring that all event supplies are cleared from all rooms and all trash is tied up and placed in the large trash containers (in heavy duty bags supplied by ASTG). The Renter is responsible for taking all trash and putting the bags into the dumpster located behind the shopping center. If more trash is produced than can fit in the number of containers provided, the renter is still responsible for disposing of all trash in bags as stated above.

_____Chairs should be placed along the edge of the ballroom. (Not stacked chairs please)

_____Tables should be wiped and returned to the edge of the ballroom.

_____48 inch tabletops returned to storage area

_____Floors: Any spills should be wiped and all debris swept (confetti, rose petals, etc.).

_____Décor removed (balloons, streamers etc.)

_____Any other equipment used should be returned to its proper location.

_____All liquids must be disposed of in the sink. Do not place items filled with liquids in the trashcan

_____Any spills on the balcony, gallery, stairwell, and elevator area must be cleaned up. Client will be responsible for power washing required to clean up the spills.

_____Bathroom: Empty trashes, check toilets, and sweep floors

_____Check entire facility for damage (walls, windows, doors)

_____Trash should be removed from all rooms, bagged and disposed into outside dumpster (behind the building)

_____Appliances that were used should be cleaned, i.e. microwave, coffee maker, refrigerator, etc.

_____Balcony trash (bottles, cans, cigarette butts, etc.) must be picked up and removed.

_____Check elevator for cleanliness (must be swept and free of any spills)

_____Check the stairwell for cleanliness (must be swept and free of any spills)

_____Trash bags must be tied & /secured and placed in trash containers in the dumpsters located behind the building.

If clean-up is not completed per the guidelines of the Rental Agreement, a minimum of $250 (the cost of clean-up) will be deducted from your security deposit.

A.S.T.G. STAFF ON-SITE CHECKLIST

All of the above items have been completed: Yes_____ No _____

List any damages/problems: _____

_____

Did the renters vacate the facilities on time? Yes_____ No _____

If the facility was vacated late, list amount of time over original agreement: Time _____

Comments:_____

Inspected by (staff signature*) _____

Date_____Time _____

Renter's Signature _____

Date_____Time _____

***Signature of staff does not waive liability of renter for items damaged or missing items/property.**



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