



Venue Agreement

1179 Jeffery's Road, Rock Mount NC 27804

CONTACT INFORMATION (Please Print) Date of Application:

Applicant's Name:

Organization (if applicable):

Address:

Phone:

Cellular Phone:

E-mail:

Number of people expected to attend:

Event Type:

Describe the Event:

DATE of Event:

Hours of Use:

(Hours must include your decorating and clean up time.)

Monday through Sunday

Rates: \$650.00

Total Rental Hours: 12 Hours

Extra Set Time: \$50.00 per hr

Available: 8:00am – 1:00am

Holiday Rate additional \$150.00 fee added to package

NON-REFUNDABLE BOOKING FEE: A non-refundable booking fee of \$325.00 or the total amount of your application, whichever is less, must be paid at the time of application submittal. Reservations will not be held without completed application and booking fee.

BALANCE: The balance must be paid at least 30 days prior to the event date.

CANCELLATION AND REFUND POLICY: 100% refund if the Platinum Room Event & Entertainment Venue, LLC cancels the event reservation. 0% refund fee if the customer cancels the event reservation after deposit is paid. This includes No Refund if the customer cancels the event or if customer fails to abide by contract; ex: failure to secure proper alcohol permits, sale of food permits, zoning permits if required or security.

RENTAL RATES (Per hour rates):

\$75 per 2-hour 1 bartender (Per 75 guest)

Customer must provide all sealed alcohol, mixer, cups and straws 3 hours day of event

Rental fee includes 1 Security Day of the event up to 75 guest (Extra Security \$75 per hour)

Facilities Rental Agreement For Use With Alcohol

Will alcohol be served?

Alcohol Policy.

No alcohol may be brought into the facility with out prior approval. The Renting Party must get all the proper license required to sell or serve alcohol to guests.

The Renting Party can hire the Platinum Room Event & Entertainment Venue, LLC bartending staff to serve alcoholic beverages. Additional fees added for our bartender services.

The Platinum Room Event & Entertainment Venue, LLC will require the presence of security officers when alcoholic beverages are being served and the fee will be included in the bill.

Proof of legal drinking age will be requested of all guests consuming alcoholic beverages.

No one under the age of twenty-one (21) will be served alcoholic beverages at any events. (must provide ID).

Signs notifying attendees of legal drinking age and proof of legal drinking age requirements will be posted at all events serving alcohol.

The Platinum Room Event & Entertainment Venue, LLC bartending staff have the right to refuse service to anyone who is visibly or otherwise apparently intoxicated.

The Renting Party agrees to serve alcohol between the hours of

Monday-Friday 9am-12am Sunday 1pm-12am

General Information

CAPACITY:

Our Facilities

- ✓ Room capacity
- ✓ Stand up only 150-175
- ✓ Banquet seated 50-100
- ✓ Theater 50-150
- ✓ Classroom seated 50-100

EQUIPMENT: The Platinum Room provides 8 round banquet tables 2-6FT head tables 2-6FT food table 1 cake/drink cocktail table and 100 chairs of the event type and event setup at EXTRA \$250.00 charge. If additional equipment is necessary to reach the capacity based on your approved setup style, it is the responsibility of the renter to rent it from another source at the renter's expense. Renter is responsible to setup and remove any additional equipment during your paid hours.

CONTRACT APPROVAL: Events will be reviewed and determined whether appropriate for the Platinum Room Event & Entertainment Center, LLC. A draft of the promotional flyer for all advertised events shall be sent to the Platinum Room Event & Entertainment Center, LLC Manager Sbrichardson7@gmail.com Rental Coordinator 2 weeks prior to distribution. Renter will be notified within three (3) business days regarding the application approval.

SUBMISSION OF RENTAL APPLICATION

Please submit completed application along with a non-refundable booking fee of \$200.00 to:

The Platinum Room Event & Entertainment Venue, LLC.

Rental Coordinator

1179 Jeffery's Road, Rock Mount NC 27804

For questions, or to request a tour of the facility, please contact the Rental Coordinator at:

Sandra Bryant-Richardson at (252) 450-9086

Application available online (Fill & Click)

Payment Options:

Cashier Checks, Paypal, Cash App and money orders accepted (No Personal Checks).

Drop Off or Mailed to address:

9:00am-4:00pm [2803 Sunset Avenue Rocky Mount, NC 27804](#)

Please make all checks payable to: Sandra Bryant

Signature of Renter

Date

Approval by:

Date

Initial

_____ TOTAL AMOUNT DUE: \$ NON-REFUNDABLE BOOKING FEE: (plus bartender, security and added services fee due 30 days of event if applicable)

_____ REMAINING BALANCE: \$ BALANCE DUE BY 30 days prior to event.

Parties and events under age 25 ending after 9:00 PM will require Rocky Mount Police Department Security for the duration of the event. Rocky Mount Police Department Security must be provided at the renter's expense if deemed necessary.

The renter is responsible for replacement or repair of broken or damaged facility property. The renter will receive invoice within 7 days after event if this occurs.

The Platinum Room will not provide no Food/Beverage/Equipment for renters usage. Equipment rented from another source must be approved by the Rental Coordinator. There is No cooking, grills or unattended flames allowed on site. Renter is responsible for contacting and contracting all rental needs.

It is the renter's responsibility to hire a caterer. Caterer may enter the facility within the contracted hours.

No cooking on premises. All food must be prepared prior to arrival.

Must obtain prior approval for outside grilling.

Appropriate Nash County Health Department Food License.

Outside caterer will be responsible for setup & cleanup. If any items used, damaged or removed of The Platinum Room the renter will be 100% responsible for the cost and rental of our equipment. (deducted out of refundable security deposit)

Facility: The Rental coordinator or a designee is available by appointment for a tour of the facility and a pre-event walk-through. Available hours M-F 11am-3pm appointments only.

The rental coordinator or a designee will be available the duration of your event (including set up and clean up).

If the Renting Party change the date or time of the scheduled event and the Platinum Room

Event & Entertainment Venue, LLC is unavailable to provide event space then the Platinum Room Event & Entertainment Venue, LLC is released from all contract obligations, and shall in no way be held responsible or liable in any manner whatsoever for non-performance. The Renting Party also forfeits all fees for non-compliance with this agreement. There will be a \$200.00 Re-Scheduling booking fee event.

The Renter Coordinator or staff of the Platinum Room Event & Entertainment Venue shall arrive at the event location at an agreed upon time to meet the vendors at least one hours prior renters hours. The Renting Party fully understands and agrees that the Platinum Room Event & Entertainment Venue, LLC shall not be responsible or held liable in the event the the Platinum Room Event & Entertainment Venue, LLC is prohibited from providing event space due to unforeseen acts of nature like earthquakes, floods, hurricanes, tornadoes, or volcanos.

Set Up

Deliveries should be scheduled the day of the event during the rented hours. The delivery address for the Platinum Room is 1179 Jeffery's Road, Rock Mount NC 27804 The Platinum Room staff reserves the right to change set up of any event to provide adequate safety and protection to its facility and guests.

Decorations will be limited to free standing or table top items only. Items may not be adhered in any fashion to the facility's walls, doors, windows and/or ceilings.

Balloons utilized in decorating must be restrained and remain restrained until they are taken out of the facility. Confetti or loose beads are not allowed.

The renter will set up and strike the facility's tables and chairs.

Clean Up - The renter must leave the facility clean and in as good of condition as prior to the rental. Any spilled liquids cleaned up and trash put in the provided trash cans double trash bags and tied at the top. Upon approval by the rental coordinator for any items to be picked up at a later time, additional charges will apply for the amount of time needed to remove the items. Any items furnished by the renter should be removed from the rental area within the designated clean up time. There is a \$350.00 damage and clean up fee that will be held and refunded 72 hours after the event.

Photography – Events and activities taking place at the Platinum Room may be photographed for use in print, video and on-line marketing of the facility. Conditions

The Platinum Room will not produce, publish or distribute printed information or signage associated with the renters' event. Any advertisement for the event which uses the Platinum Room name must first be reviewed and approved by the Rental Coordinator. Smoking is prohibited anywhere inside of the Platinum Room. Cooking is not allowed in the facility.

No Firearms allowed on premises unless a Police Officer

No objects shall be placed or hung on wall, glass or fabric surfaces.

Children must be supervised at all times.

The Platinum Room Event & Entertainment Venue, LLC is not responsible for any items or property belonging to guests that are lost, stolen, damaged, or destroyed while on The Platinum Room premises.

This Agreement between the Platinum Room Event & Entertainment Venue, LLC and the Renting Party hereinafter referred to as "Lessee," outlines the procedures necessary to use the Platinum Room Event & Entertainment Venue, LLC as outlined on the Request for Event Space Rental form submitted by Lessee and fully executed on Date. This agreement must be signed by all parties and a \$XXXX deposit fee paid in advance to complete your facility reservation. Once the agreement and deposit are received, this document serves as a written contract.

NOW, THEREFORE, in consideration of being granted the right to use the Property, the Indemnitor hereby agrees to:

(i) RELEASE, ACQUIT, AND FOREVER DISCHARGE the from any and all claims, losses, damages, or liability (present or future), on account of injury to persons or property, including injury resulting in death, arising out of or any way connected with the use of the Property for the Activity specified above, or for any other activity or activities at the

Property by the undersigned Indemnitor during the term of this Release and Indemnity Agreement; and

(ii) INDEMNIFY, DEFEND, AND HOLD HARMLESS the Platinum Room Event &

Entertainment Venue, LLC from and against any and all claims, losses, damages, or liability (present or future), and all costs, charges, and fees (including court costs and reasonable attorney's fees)

related thereto, arising out of, or in any way connected with the use of the Property by the undersigned Indemnitor, or anyone using the Property under the auspices of the undersigned Indemnitor, or with the implied or express consent of the undersigned.

It is understood and agreed that the Platinum Room Event & Entertainment Venue, LLC makes no representation or warranty, express or implied, that the Property is suitable, safe, or appropriate for the Activity and that the undersigned Indemnitor assumes the risk of any loss, damage, or liability resulting from the use of the Property. The undersigned will not use or authorize anyone to use the Property for any activity except the Activity specified above except with the consent of the Platinum Room Event & Entertainment Venue, LLC or its duly authorized representative.

It is further understood and agreed that if any term or provision of this Release and Indemnity Agreement, or the application thereof to any person, firm, corporation, or circumstance shall, to any extent, be deemed invalid or unenforceable, the remainder of this Release and Indemnity, or the application of such term or provision to persons, firms, corporations, or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Release and Indemnity Agreement shall be valid and enforceable to the fullest extent permitted by law.

The undersigned has carefully read this Release and Indemnity Agreement and executes it voluntarily in his or her duly authorized, official capacity on behalf of the Indemnitor.

This day of , 20

Signature of the Renting Party

A standard waiver of liability and/or hold harmless agreement shall be executed by the applicant releasing the Platinum Room Event & Entertainment Venue, LLC any liability associated with the serving of alcoholic beverage.

No alcoholic beverages are allowed outside of the event room(s) including outside of the building. The renter assumes all liability in regard to alcoholic beverages served and consumed during their event.

In order to maintain safety, the Platinum Room Event & Entertainment Venue, LLC staff reserves the right to request guests that are perceived to be overly intoxicated to leave the premises. Host of the event shall be responsible for providing designated drivers or other means.

No drugs on premises.

Package Chosen:

The Venue Rental Only is \$650.00 (includes tables and chairs for renter to set up) * Must set up tables and chairs and return them to beginning placement during their rental time.

- Responsible for cleaning up the facility to its beginning state within rented time.

Return to rental office by (one month prior to event date) Keep a copy of the application for your files.

Applicant (Print) Signature

Date:

Office Use Only

Rental Staff Signature

