



**“Celebrate your life in style!”**  
**Rental Agreement and Contract**

Renter's Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of people \_\_\_\_\_ Event \_\_\_\_\_

Classification:

- Birthday
- Anniversary
- Workshop/Class/Seminar
- Photo Shoot
- Baby/Bridal Shower
- Reception (Repast/Wedding)
- Meeting
- Graduation Party
- Other

\_\_\_\_\_

Will Alcohol be served at the event? \_\_\_\_ YES \_\_\_\_ NO (If yes, see below.)

Client must use Events At The Grand U preferred Licensed Bartender. Agree \_\_\_\_\_ Initials \_\_\_\_\_



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The Grand U, LLC



## “Celebrate your life in style!”

### RENTAL OF VENUE

The Grand U, LLC 103 N. 47<sup>th</sup> St. Belleville, IL 62226

**Maximum Occupancy Limits: 115 Standing room; 100 at table/seated.**

1. To reserve a date, Events at The Grand U, LLC requires a Reservation Deposit of 50% of the total Rental Contract Amount, and a signed contract. Dates cannot be held otherwise.
2. If event dates is less than 30 days payment in FULL is required.
3. **\$300 Security Deposit is due with the final payment.**
4. The Security Deposit will not be applied to any rental fees and is held against potential damage to the venue and any cleaning that needs to be done.
5. It is your responsibility to limit the size of your event to the approved fire code maximum occupation limit of 115. If your event goes over the approved limit, people must leave, or the event will be terminated, and all monies paid will be forfeited. If venue is not cleaned or any damages occur, then the security deposit will be forfeited as well.

### VENUE USAGE

1. You must be over the age of 21 to book and to have an event at Events at The Grand U, LLC. You will be required to provide a valid ID. The Renter and Renter’s attendees must be 21 years of age or older. Minors must be accompanied by a parent or legal guardian.
2. The time slots reserved includes set up and clean up time. All events must conclude, with all guests off premise at the contracted time. Vendors need to begin tear down no later than one hour before the end of contracted time. All equipment for the event must be removed immediately by the event end time. Outside deliveries (all vendors included) must be done within the venue rental time frame. Events ending after paid time can result in loss of full security deposit.
3. All alcohol must be provided and served by the venue’s licensed bartender. No outside alcohol can be brought into the venue without permission.

### CANCELLATIONS

1. **ALL SALES ARE FINAL.** Once you are booked there is no refund of money upon cancellation or rescheduling. If you need to cancel and if your event is more than 90 days away and PAID IN FULL, we can issue you a building credit. Building credits must be activated within 365 days from the day that you made your initial booking. This applies regardless of when your initial event date was scheduled or how far out you cancelled. Your building credit is only valid for 365 days from the day you made the ORIGINAL booking.



2. Renter(s) recognize that the foregoing cancellation policy is not intended to be punitive, but, reflect Owner foregoing actual or potential business opportunities in reserving the venue for Renter(s) and the diminished ability to rent the venue within 30 days or less prior to an event date.
3. Should the owner choose to cancel the event due to renter's violation of the terms of this agreement, any fees paid by renter are considered nonrefundable.

### **PAYMENTS**

All payments due herein shall be made by credit card or cash at the venue, Money Order, PayPal [eventsattheu@att.net](mailto:eventsattheu@att.net) or Cash App \$thegrandu. **\*All PayPal payments will require an additional 3% to be added to total amount. Venmo – Ilesha.Underwood,** Total contract fees must be paid 30 days prior to the event date. Security deposit will be required with the final payment of the balance. Security deposit is held the day for up to 48 hrs. after the event. The facility must be inspected before security deposit is released. It will be returned the same way it was paid.

### **DAMAGE AND LIABILITY**

1. The client is liable for all damages, expenses and losses including theft and property loss, caused by any person attending, or providing services connected with the renter(s) use of the venue. Costs will be assessed and charged to the renter and /or deducted from the Security Deposit. Replacement value may be used by The Grand U to determine the damage. Any loss or damage to the facilities caused by guests and/or staff hired by the renter may result in additional damage fees.
2. The Grand U maintains general liability, fire, and property insurance. However, this insurance policy does not cover or protect against loss of the renter's property or damage or injury to the renter's guests or their property.
3. Any damage done to The Grand U, its equipment and or the loss of equipment is the responsibility of the client and will be deducted from the security deposit. Cost exceeding the security deposit will be billed to the client.

### **DELIVERY & PICKUPS**

1. Deliveries to Events at The Grand U, LLC relating to the scheduled event must be delivered and picked up within the contracted event hours. All vendors must load and unload in the designated area.
2. Early drop off fee for cake or decorations is \$75.00.

### **LOAD IN | OUT**

1. Event load in/out should take place during the time specified in the event contract agreement and be completed no later than the agreed upon time. Additional charges will be applied if the event



loads in/out takes place outside of the specified time. Specific areas will be designated for deliveries, unloading/loading, parking, and event set up.

2. Vendors of the event must arrange delivery time in advance of the event set up or they may be delayed due other scheduled activity.

### **OUTSIDE VENDOR MANAGEMENT**

1. All deliveries must be arranged prior to the event day and the delivery time approved if it falls outside of the contracted rental time.
2. All vendors and supplies must be picked up at the conclusion of the event unless prior arrangements have been made.
3. All vendors must load at the designated access point.
4. Vendors must begin tear down no later than the set times and be complete by the designated time. If additional time is needed, it may be added for a fee. The rate of \$100/ hour, not prorated, will apply for additional load in, setup or teardown time. The venue may work with the vendor to plan for breakdown the following day.

### **BEVERAGES SERVICES**

1. Events at The Grand U, LLC reserve the right to refuse or stop alcoholic beverage service to any individual or group at any time. The venue is required to enforce liquor laws as regulated by the state of Illinois.
2. Events at The Grand U, LLC works with an independent contractor for bartending services. Any event serving alcoholic beverages must use our licensed bartender.
3. Events at The Grand U, LLC reserves the right to prohibit events providing only alcoholic beverage service.
4. Parties over 50 guests will require two bartenders. Applicable charges will apply.
5. No alcoholic beverages will be served to anyone under the age of 21.
6. No Alcohol is permitted to be taken off the premises.
7. No outside alcohol is allowed to be brought inside the venue without permission.
8. **No food or eating is permitted on the bar top when alcoholic beverages are being served.**

### **SITE DECORATION**

The Grand U wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples, or penetrating items are to be used on our walls, stair banister, bars, or floors. **Glitter or foil (non-paper) confetti is not allowed on site. Only low tack tape is allowed on our floors. No hanging anything on the walls. No open flames are allowed anywhere in the building. Any damage will be charged and deducted from your security deposit.**



## **PHOTOGRAPHY**

1. For promotional purposes, Events at The Grand U, LLC reserves the right to take a limited number of royalty-free photographs of the activities in the venue. Such photographs shall be the venue sole and exclusive property for the full copyright term, and the venue shall have the right to copy, exhibit, display, and otherwise exploit such photographs by any means and media throughout the world; provided, however, that the venue shall have the sole responsibility for obtaining any third-party clearances, release and consent necessary for the venue's use of such photographs.

## **CONDUCT**

1. There is absolutely no drug use of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall always use the premises in a considerate manner. During underage events, such as graduation parties, underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of Events at The Grand U, LLC team members shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases refunds of the event costs will not be available.

## **NOISE LIMITS**

1. Amplified music must be kept at a reasonable level. Volume control will be at the discretion of Events at The Grand U, LLC management. Our venue is not equipped for outdoor activity. All event activity must remain inside with doors shut due to city and county noise ordinances.
2. Events at The Grand U, LLC reserves the right to inspect and control all private events, including the right to monitor and control noise levels.
3. If the renter or renter(s) vendors violate the noise limits and requests by the VENUE, the results will be early closure of the venue rental and/or immediate end of the event. ALL SECURITY DEPOSIT WILL FORFEIT.

## **PARKING | PARKING LOT RESTRICTIONS**

1. Free parking is available in the parking lot. In the event other businesses are operating during venue rental, *guest cannot park in operating business spaces. Guest must park in the available spaces in the back of the building.*
2. Absolutely no littering on property. No open bottles are prohibited outside or in the parking lot.
3. In the event the parking lot or venue is trashed, the cleaning fee will be deducted from security deposit.
4. Events at The Grand U, LLC venue and grounds shall not be used for any unlawful purpose. The Grand U reserves the right to refuse use of the venue and grounds to any organization or individual if a program or its content does not comply with The Grand U's policies and guidelines.



Plans for venue use must be discussed and/or submitted by the client to The Grand U prior to contracting.

5. The Grand U is not responsible for articles left in vehicles or damage to vehicles occurring while parked in The U parking lot or adjacent parking areas

### **SMOKING**

1. Events at The Grand U, LLC is a non-smoking venue. This includes electronic smoking devices. They are not allowed inside of the venue.
2. Smoking is permitted in the designated smoking area only. All cigarettes, cigars buds, and trash must be thrown away in the trash bins provided.
3. Illegal drugs and usage is not permitted on the premise.

### **SETUP | CLEANUP**

1. All personnel/vendors connected with the event may not be on the premises prior to or after scheduled set up / clean up times, unless previously arranged with venue. The client may be charged an hourly rate for additional time needed.
2. The Grand U will be in a clean condition prior to your event. Renter or Renter(s) are responsible for cleaning. In the event cleaning is not done to the satisfaction of management, a cleaning fee will be deducted from the security deposit.
3. Items not removed immediately following the event will be disposed of with no liability to Events at The Grand U, LLC and could result in deductions against the security deposit. The venue is not responsible for any lost or stolen items.
4. After an event, client must leave the building and grounds clean and clear of debris and trash and in at least as good condition as it was found at the commencement of the event. Trash must be bagged and ready for removal.
5. All rental equipment and materials must be removed from the rental area. Rented items must be properly placed in the designated area and ready for pick up. Charges for cleanup and removal may be assessed or deducted from the security deposit if premise is not left clean and clear. See also "Load In | Out".
6. Client agrees to pay for any damage or cleaning fees in full if cost exceeds cleaning/damage deposit.
7. The outdoor patio must be free of all trash and food and thrown in the trash bins.
8. All cigarette buds should be removed from the ashtrays, off the ground, and thrown in the trash bins.



## **CLEANA UP, SAFETY & SECURITY – (Initials indicates an understanding and agreeance.)**

1. For the safety of the renter and all guests of the renter(s) are permitted to have access to the contracted use space. Any non-contracted spaces are always off-limits. \_\_\_\_\_
2. Events at The Grand U, LLC reserve the right to require the renter at the renter(s) expense, to hire additional security personnel for the event should the VENUE determine, it would be helpful to ensure safety and traffic control. \_\_\_\_\_
3. Any loss or damage to the venue caused by guests, associates and/or staff may result in a damage assessment fee and will result in loss of security deposit and any additional amount exceeding. \_\_\_\_\_
4. Children will be always supervised. No running and playing in the venue. \_\_\_\_\_
5. The venue exercises the right to inspect and control all guests, vendors, and associates, including but not limited to monitoring noise levels. \_\_\_\_\_
6. No outside alcohol is allowed without permission from the venue. Violation will result in forfeit of security deposit return. \_\_\_\_\_
7. Events at The Grand U, LLC prohibits the use of any illegal activity or actions deemed inappropriate.
8. The Grand U will not be responsible for personal property, displays, exhibits, equipment, or other items lost, stolen, or damaged in or around the venue. \_\_\_\_\_
9. No live animals will be allowed on the premises (Excluding service animals). \_\_\_\_\_
10. The Grand U does not assume responsibility for personal property left by the client or guests prior to, during, or following the event. \_\_\_\_\_
11. The Grand U provides a prep room that features a sink, refrigerator, microwave, food warming cabinet, and counter space all which needs to be cleaned after your event. Any food or excessive cleaning needed will result to loss of security deposit. \_\_\_\_\_
12. We **do not allow any cooking of any kind on premises**. Caterers will bring cooked food in hot boxes to keep it warm for your event. \_\_\_\_\_
13. The outdoor patio must be free of all trash and food and thrown in the trash bins. \_\_\_\_\_
14. All cigarette buds should be removed from the ashtrays, off the ground, and thrown in the trash bins. \_\_\_\_\_
15. Venue will need to be cleaned and all guests are gone no later than the end of the venue rental. \_\_\_\_\_
16. No loitering in front of the building is permitted. \_\_\_\_\_

**I have read and agree with the terms and conditions of this agreement.**

Acknowledged and Agreed by Primary Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_





Acknowledged and Agreed by Events at The U, LLC: \_\_\_\_\_ Date: \_\_\_\_\_

The Grand U, LLC