

The Grand Ballroom and Theatre

Facility Use Agreement and Contract of Terms

Client: _____ Event Date: _____

Client: _____ Contact Phone: _____

Mailing Address: _____

Email Address: _____ Other Phone: _____

Event Type: _____ Event Time: _____ to _____ # Attending: _____

Event Fee: _____ Ballroom Use: Y / N Theatre Use: Y / N

Contract Terms:

Event Deposit: A deposit of \$500 is required at the time of signing. The deposit is not refundable. Final balances are due no later than the week before the scheduled event. If, for any reason, the Grand Ballroom and Theatre is unable to fulfill its obligations under this contract, liability is limited to the refund of any fees or deposits paid to the Grand Ballroom, Inc. When booking the Theatre, the fee does include the use of the sound board and other equipment, but you must hire our approved sound technician to operate it.

Damage/Cleaning Deposit: An additional refundable deposit of \$250 will be left with the Grand Ballroom and Theatre upon final contract payment and will be used if more than “light cleaning” is required after your event.

Food & Linens: You are allowed to use any caterer you wish. Linen rental is available through the on-site rental company. **NO IRONING OR STEAMING ON ANY TABLES OR COUNTERTOPS.**

Damage: The Rental Party is responsible for physical damages on and to the premises. This includes, but is not limited to; tables, chairs, floors, rest rooms, elevators, corridors, stairway areas, sidewalk and parking lot – and for any excessive clean up in these areas.

Insurance: The Rental Party shall issue a certificate of liability insurance to Grand Ballroom, Inc. This certificate shall be in the amount of not less than \$500,000 and shall name the Grand Ballroom, Inc as additional insured. This policy must cover all damages to property and injury to persons. The Rental Party names on this contract must match at least one of the names on the insurance policy. If you cannot acquire a policy through your insurance company – please visit Wedsafe.com.

Rules for Facility Use:

Decorations: No nails, tape, glue, tacks, staples, etc. in walls, door or window frames, or anywhere inside the building. No aerosol type spray on the windows. All candles must be attended at all times and the container must be able to contain all melted waxes. **PLEASE DO NOT USE RICE or CONFETTI**, etc in or around the building. No bubbles may be used anywhere inside the building. **SMOKE/FOG MACHINES are STRICTLY prohibited** and their use will cause your event to be ended prematurely. Tables and chairs in Ballroom will be set up and taken down by Ballroom Staff ONLY – No Exceptions at any time during your event.

Maximum number of guests: For the comfort of your guests in the ballroom, we request that you keep your guests at 220 or less in the Ballroom, 350 or less in the Theatre.

Rental Equipment: ALL rental equipment, supplies, dishware, decorations, etc., not provided through An Event to Remember MUST be removed by the rental company or event host, the evening of the event unless otherwise contracted. NO EXCEPTIONS.

Beverages: Alcoholic beverages must be served by an OLCC licensed and insured server, and must be consumed ONLY within the confines of the Ballroom areas or the lobby of the Theatre. Proof of license and insurance will be required. No additional alcohol may be brought in during your event. Security will be required, will be an additional expense to you. Security is charged at \$20 /hour. Food and beverages are not allowed in the auditorium for any reason.

Heating & Air Conditioning: In the Ballroom, the thermostats will be pre-set to a comfortable level the morning of your event and will automatically terminate at 12 am. No adjustments will be made other than by Ballroom staff.

Smoking, Gum & Pets: There is no smoking anywhere inside the building or within 10 feet of all entry doors. Gum is charged for each instance of removal. Pets are not allowed in the building at any time.

Hours: Your rental fee includes all day (8:30 am – 12 am) use of the Specified Room, unless otherwise noted.

Clean-Up: The Rental Party is responsible for returning the venue to the condition it was when rented with the exception of moving tables and chairs placed by Ballroom Staff. You are responsible for returning all items to where they were placed when you arrived. Your rental fee includes light mopping, vacuuming, sanitizing rest rooms, removing garbage and stacking chairs; any cleaning above what is listed will be charged at a rate of \$20/ hour and will be removed from your cleaning deposit. The Grand Ballroom and Theatre is not responsible for any personal or rental items left in the building after the date of your event. The Rental Party is also responsible for any event debris left on the sidewalks or parking lot.

Noise and Disturbances: The rental party agrees to take responsibility for noise control and the actions of their guests. The current city guidelines for noise are 65 DBA after 10 pm. General rule of thumb, if you can hear it outside the premises, it is too loud.

We can, and will, close down your event if we have problems with unruly behavior, drunkenness, unsupervised children, damage to the building and noise violations, etc. Defining unruly behavior, damage, noise violation, and drunkenness are at the sole discretion of the Grand Ballroom and Theatre Staff and/or any Security on duty during your event. Any Police or Fire vehicles called to the building during your event is an immediate termination of your event.

I AGREE TO PAY THE FULL COST OF ANY EXCESSIVE CLEANING AND ALL DAMAGE, BEYOND THE REFUNDABLE DEPOSIT. I understand that I will be provided with a written account of these costs.

I HAVE READ AND AGREE TO THE HEREIN STATED TERMS AND CONDITIONS:

Signed:

Date:
