

THE GRAND BALLROOM

Facility Use Agreement and Contract of Terms

Client: _____ Event Date: _____

Client: _____ Work Phone: _____

Address: _____ Home Phone: _____

_____ Fax Number : _____

Email: _____

Event Type: _____ Event Time: _____ to _____

Estimated # of guests: _____ Alcohol amount/type: _____

Security: _____ at \$20 per hour for _____ hours

- Friday Reception Fee \$1,950 (\$150 is refundable)
- Saturday Reception Fee \$2,150 (\$150 is refundable)
- Sunday Reception Fee \$1,850 (\$150 is refundable)
- Weekday Reception Fee \$1,150 (\$150 is refundable)
- Wedding Ceremony in the Ballroom \$200 (limited to maximum 120 guests)

Requirements;

Event Deposit: A deposit of 50% is required at the time of booking. If the event is more than 6 months away, you may pay a \$500 deposit at the time of booking, and the remainder of the deposit six months prior to the event date. The deposit is nonrefundable. Moving a date is only allowed if we are able to book your original date to another party. Final balances are due no later than seven (7) business days prior to the scheduled event. If, for any reason, the Grand Ballroom 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.

Cleaning Deposit: A cleaning deposit is included in the room fee. **Up to \$150 is refundable** if only "light cleaning" is needed. If there is excessive cleaning the Rental Party is responsible. The Grand Ballroom reserves the right to increase the cleaning deposit, and to limit or deny the use alcohol. There is a automatic \$50.00 charge if the Rental Party uses confetti or glitter.

Food & Linens: You are allowed to use any caterer you wish at our approval. If you want to order linens through us, they must be ordered at least **2 weeks in advance** and cost \$5.00 each. Absolutely **no ironing or steaming table cloths** while they are on our tables, or counter tops.

Damage: The Rental Party is responsible for any physical damages on the premises. This includes, but is not limited to, tables, chairs, equipment, Ballroom, lobby, 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 Grand Ballroom, Inc. as an additional insured. This liability insurance is usually available on your homeowners policy. The policy must cover all damages to property and injury to persons. If this insurance is not available on your insurance policy, we recommend WedSafe.com for inexpensive event insurance. This contract must be signed by the person named on the insurance policy.

RULES FOR BALLROOM USE:

Decorations: No nails, tape, glue, tacks, staples, etc. in walls, door or window frames, or anywhere inside the building. No aerosol type spray, paint, on the windows. All candles must be enclosed. **PLEASE DO NOT USE RICE, BIRDSEED OR CONFETTI**, etc. in or around the building. Blowing bubbles anywhere inside the building is prohibited. **SMOKE/FOG MACHINES** cannot be used on the premises.

Maximum number of guests: For the comfort of your guests we request you keep your guests to 214 or less.

Rental Equipment: All rental equipment, supplies, dish ware, decorations, etc. must be removed by the rental company, or event host, the evening of the event.

Beverages: Alcoholic beverages must be served by an OLCC licensed, insured server, and must be consumed only on the Ballroom floor (whole third floor). No additional alcohol may be brought in during your event. Security may be required, and if required, will be an additional expense to you.

Smoking, Gum & Pets: There is no smoking anywhere inside the building. Gum, confetti & glitter are forbidden. **No pets** allowed in the Grand Ballroom except working service animals assisting a handicap guest.

Hours: Your room fee includes the full day beginning at 8:30 AM, events must finish by midnight.

Clean-up: Light janitorial is included in your use fee. Light janitorial includes light mopping, vacuuming, sanitizing rest rooms, removing garbage and stacking chairs. Please remove all rental items, equipment, and any personal property from the premises immediately after your event. The Grand Ballroom is not responsible for any personal items left in the building after the date of the event. The Rental Party is responsible for cleanup of any sidewalk or parking lot debris from their event.

Other: The Rental Party agrees to take responsibility for noise control and the action of their guests. The current city guidelines for noise are 65 D.B.A. after 10:00 PM. General RULE of thumb, if you can hear it outside the premises, it is too loud.

We can, and will, close down your party 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 staff and/or any security guard on duty during the event.

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

I HAVE READ AND AGREE TO THE HEREIN STATED CONDITIONS:

Signed: _____ Date: _____