

# Event Center Rental Contract



**CLIENT NAME:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

## Event Details:

**EVENT TITLE:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

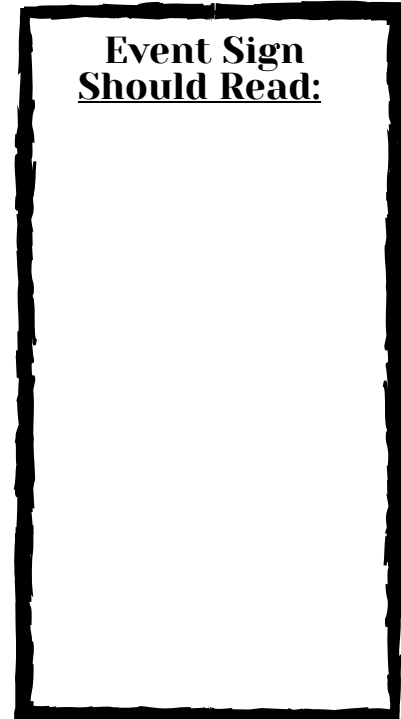
**TOTAL GUESTS:** \_\_\_\_\_

**SET-UP/DECORATE START TIME:** \_\_\_\_\_

**EVENT BEGINS:** \_\_\_\_\_

**EVENT ESTIMATED END TIME:** \_\_\_\_\_

**FINAL CLIENT RESPONSIBILITIES COMPLETED BY:** \_\_\_\_\_



\*Please note that standard rental times are 8am - midnight Monday - Sunday and 8am - 9pm for 501c3 rates. Any time outside of the standard rental time will be an additional \$100/hour to the total rental cost. In addition, we understand that start and end times are approximate - please use your best guess and allow for additional time when planning. Please understand that we will open the facility when you schedule your set-up time for that day. For example, if you schedule a set-up time of 9am, you will not be able to get in to the facility at 8am the day of the event.

\_\_\_\_\_ (INITIAL)

## Client Responsibilities:

Client will be responsible for removal and disposal of all trash to proper locations. We provide trash bags and a dumpster behind our main building for easy disposal. Client is responsible for tidying up the kitchen if used after their event. The client must remove anything they brought in the day of the event including linens, decorations, food, furniture, etc. The client is responsible for making sure all rental guidelines are followed during their event.

\_\_\_\_\_ (INITIAL)

# General Limitations:

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- a** Hours: Each event will be approved for specific hours noted in the rental contract. If the event runs over the standard rental hours specified in this contract and additional charge of \$100/hour will be charged to the client. Standard rental hours: 8am - 12am Monday - Sunday, 8am - 9pm for 501c3 rates.
- b** Non-compliance with Event Center policy and procedures: the Event Center reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with the Event Center policy and procedures.
- c** If the Event Center, in its sole discretion, determines that additional supervision, security or equipment (i.e. portable restrooms) is needed for any event, the client shall provide extra personnel or equipment, at which the expense shall be borne solely by the client.
- d** Alcohol is not permitted on-site at the Veterans Park Event Center.
- e** Security is required for events for young adults under the age of 18. In which case, an off-duty police officer will supervise the event. This must be pre-approved by the Event Center Manager and can take up to two weeks to confirm an officer. The tenant is responsible for payment to the Cabot Police Department to cover the off-duty police officer's shift during the event.
- f** No smoking in the Event Center building of any kind - including vaping.
- g** Any event that that will charge admission, except for 501c3 (non-profit organizations) conducting fundraising events must be pre-approved by the Cabot Parks & Recreation General Director prior to the event.
- h** No decorations, lights, or candles may be hung from the ceiling.
- i** No nails, staples, tape, or tacks may be used to hang decorations from the event center walls as they will damage the walls. You may use command hooks, strips, or ticky-tack.
- j** No red dye (ex. punch, cake frosting) is allowed in the Veterans Park Event Center.
- k** Caterers are responsible for all service dishes. The Event Center will not collect or store these items. Linens, furniture, and other rented items are the responsibility of the client to store, drop off, and return.
- l** The client will be expected to remove all materials, food, decorations, linens, and rented items by the end of the scheduled event time. Any exceptions to this rule must be approved by the Event Center Manager prior to the event. The Event Center is not responsible for items belonging to the client that are not picked up by the end of their event.
- m** The Event Center Manager shall review and approve floor plans and media plans prior to the event.
- n** Any maintenance issue should be reported to the Event Coordinator immediately.

# Audio – Visual Capabilities:

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- Bluetooth
- Apple TV
- HDMI
- AV
- AUX
- CD or DVD

\*We offer various microphone set-ups to assist with any event needs. Please see options and pricing on page 5.

Every room we offer has a projector and screen available in it for our clients to use at no additional charge. Our sound system is also available for our clients for no additional fee.

**Please note, we do not run sound for events. If you are planning to use any of our equipment, we require a full sound/visual test using the device that will be used for the event at the time of testing.** If using a DJ, they bring their own equipment and no sound test is required for that.

*Please list any audio/visual needs you have for your event (if any) and any devices you will use to play the media/slideshow/songs/etc:*

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**Client understands that it is their responsibility to schedule a sound/visual test with the Event Center Manager prior to the day of the event and bring the device(s) that will be used for audio/visual during the event (phone, laptop, iPad, tablet, etc.)**

\_\_\_\_\_ (INITIAL)

# Event Layout:

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Every event comes with a complimentary layout floorplan. This floorplan is draw-to-scale and hand created by our Event Center Manager and you to meet your specific event needs. To ensure a successful layout meeting, please have a total headcount for your event and any specific details that you would like to do with the space (food tables, gift tables, welcome table, memory table, etc.) You will receive a copy of the layout once complete to help with planning other areas of your event as well. This is the layout our event team will have set and ready for you upon arrival the day of your event. The layout must be finalized a minimum of two weeks prior to the event.

# Event Center Pricing:



**Every reservation requires a \$250 Security Deposit.** The deposit is refundable assuming no damage has been made to the Event Center and all the client duties are fulfilled. Half of the total cost of the reservation (room rate + security deposit) is required to reserve a date. The remaining balance is due one month prior to the event.

\***Monday - Sunday Rental Times:** Standard Rental: 8am - Midnight, 501c3: 8am -9pm

## Monday – Wednesday Rates:

ROOM:		RATE:		501c3:	
VETERANS ROOM <i>Whole Facility</i>	>>>	\$450	<input type="checkbox"/>	\$450	<input type="checkbox"/>
LIBERTY/PATRIOT ROOM <i>Half Facility</i>	>>>	\$250	<input type="checkbox"/>	\$250	<input type="checkbox"/>
INDEPENDENCE/VICTORY ROOM <i>Quarter Facility</i>	>>>	\$150	<input type="checkbox"/>	\$150	<input type="checkbox"/>

## Thursday – Sunday Rates:

ROOM:		RATE:		501c3:	
VETERANS ROOM <i>Whole Facility</i>	>>>	\$900	<input type="checkbox"/>	\$450	<input type="checkbox"/>
LIBERTY/PATRIOT ROOM <i>Half Facility</i>	>>>	\$450	<input type="checkbox"/>	\$250	<input type="checkbox"/>
INDEPENDENCE/VICTORY ROOM <i>Quarter Facility</i>	>>>	\$300	<input type="checkbox"/>	\$150	<input type="checkbox"/>

Day(s): \_\_\_\_\_ Total + Security Deposit: \_\_\_\_\_

Client Signature & Date: \_\_\_\_\_

# Event Center Add-On Options:



<p><b>COFFEE + LARGE BREWER</b> 1 bag makes 2 full pots of coffee or 24 8oz. cups. Price includes 8 oz. coffee cups, lids, stir sticks, sugar and creamer.</p>	<p>\$10/BAG</p> <p>_____</p>
<p><b>TEA + LARGE BREWER</b> 1 bag brews 3 gallons of tea. Cups and sugar are not included.</p>	<p>\$5/BAG</p> <p>_____</p>
<p><b>KITCHEN</b> Kitchen is included with whole facility rental. Kitchen rental for day of event only.</p>	<p>\$100</p> <p>_____</p>
<p><b>LOBBY CHAIR REMOVAL</b> Includes removal and replacement of lobby furniture.</p>	<p>\$100</p> <p>_____</p>
<p><b>RUSTIC WOODEN STAND</b> 10ft. wide x 8ft. height</p>	<p>\$25</p> <p>_____</p>
<p><b>BLACK PIPE/DRAPE BACKDROP</b> Standard set-up 12ft. wide x 8 ft. height</p>	<p>\$25</p> <p>_____</p>
<p><b>CUSTOM BLACK PIPE/DRAPE</b> Priced per foot - based on custom design.</p>	<p>\$3/FOOT</p> <p>_____</p>
<p><b>STAGE</b> Multiple sizes and set-up options available.</p>	<p>\$100</p> <p>_____</p>
<p><b>BLACK PIPE/DRAPE STAGE BACKDROP</b> Standard set-up includes behind the stage and/or wings off the sides.</p>	<p>\$50</p> <p>_____</p>
<p><b>HEADSET MICROPHONE</b> Price per microphone. 3 headset microphones available. <b><u>Only available with Back Half and Whole Facility rental.</u></b></p>	<p>\$50</p> <p>_____</p>
<p><b>HANDHELD MICROPHONE</b> Price per microphone. 4 handheld microphones available.</p>	<p>\$25</p> <p>_____</p>
<p><b>MEETING MICROPHONE INSTALL</b> Price includes <b>up to 8</b> tabletop microphones, <b>up to 4</b> handheld microphones, <b>up to 3</b> headset microphones.</p>	<p>\$100</p> <p>_____</p>
<p><b>WHITE CHAIR COVERS</b> \$50 minimum.</p>	<p>\$1/CHAIR</p> <p>_____</p>
<p><b>ADDITIONAL HOUR</b> Price per hour.</p>	<p>\$100</p> <p>_____</p>

\*Add-on items are reserved on a first come, first serve basis.  
Please check specific date availability with Event Center Manager.

Total: \_\_\_\_\_

Initial: \_\_\_\_\_

# Event Investment:

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Security Deposit \_\_\_\_\_ **\$250**

\*Deposit is 100% refundable assuming no damage is made to facility and all client responsibilities are fulfilled.

Total Room(s) Rate \_\_\_\_\_

Total Add-Ons \_\_\_\_\_

**Total Investment:** \_\_\_\_\_

Half Due for Booking: \_\_\_\_\_

Remaining Balance: \_\_\_\_\_ Due by: \_\_\_\_\_

Client Signature & Date: \_\_\_\_\_

# Refund Policy:

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If event is canceled one month prior to the scheduled event date, the client will receive a full refund less a \$25 processing fee. No refund will be made if event is canceled less than one month out from the scheduled event date. If client paid by card, the refund will process back to the same card. If client paid by cash or check, the client will receive a refund check to the address on file.

Initial: \_\_\_\_\_

# Final Notes:

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If the client responsibilities are not completed, including removing the trash from the event and all decorations before the end time of the event, client is subject to not receiving security deposit refund. \_\_\_\_\_

Any changes made to the original layout set up by the event staff per the clients requests (more chairs, less tables, etc.) falls to the client to add/take away. Our event team will set up the agreed upon layout and are not responsible for last minute changes. \_\_\_\_\_

If the balance is not paid in full by the agreed upon date, client is subject to losing their reservation. \_\_\_\_\_

Event layout must be approved a minimum of 2 weeks prior to the event. \_\_\_\_\_

If any audio or visual equipment is to be used for said event, it must be tested prior to the event using the device that will be used for the event. A sound test must be scheduled with the Event Center Manager. Otherwise, we cannot guarantee use of the equipment. \_\_\_\_\_

Any Federal, State, or City Government mandates or directives currently in effect at the time of your event must be strictly adhered to. \_\_\_\_\_