

Chase City Banquet Center Rental Agreement

This is a rental agreement between Chase City Banquet Center (Herein after known as Chase City Banquet Center or Hall) and _____ (Herein after known as CLIENT) for the use of the rental hall.

Terms and Conditions

Reservations

Before entering into this Agreement, CLIENT shall have completed and signed the Chase City Banquet Hall Reservation Application for the reservation of the use.

In order for an event to be guaranteed, Chase City Banquet Hall must receive a deposit of at least fifty percent (50%) of the total rental costs, as well as a refundable \$100 security deposit at the time this Agreement is entered into. Any special-order items must be paid in full and may be non-refundable. The remainder of any rental fee is required thirty (30) days prior to the event.

Please Note: Chase City Banquet Hall reserves the right to request a larger deposit based on the CLIENT'S event.

Hours of Operation

Events may not last beyond 1:00 a.m. without prior approval from Chase City Banquet Center management. This 1:00 a.m. deadline includes cleanup time. The CLIENT will be charged \$100.00 per hour if the Event and/or cleanup time exceeds 1:00 a.m., or if it exceeds a delegated deadline previously approved by management. CLIENT is responsible for making sure guests leave the building at an appropriate time in order for the CLIENT to finish clean up before the time deadline. Arrangements must be made by the CLIENT to have rental equipment picked up and removed from the facility the same day as the Event before the Event's time deadline unless there is prior approval. Chase City Banquet Hall is not responsible for any damage or theft of any items left by the CLIENT or any guest attending the CLIENT'S Event.

Services Provided

Staff: Chase City Banquet Hall will may have staff on duty during the event. The Staff member will open the Facility and provide information and direction as needed. The staff member will not be available to serve or decorate and will not be involved in the Event unless a Full-Service Contract is selected.

Tables, Chairs, and Stage: Such items are provided upon request and will be set up and taken down by Chase City Banquet Hall staff at an additional fee. CLIENT must provide a layout for the Chase City Banquet Hall. Tables and chairs are not to be taken outside by the client or any guest attending the Event.

Deep Cleaning: CLIENTS are responsible for cleaning, such as mopping, vacuuming, trash disposal, and must remove anything brought in by self, guests, or hired volunteers. Chase City Banquet Hall staff will perform cleaning at an additional fee of \$100.

Parking: There is no cost for parking in area surrounding Chase City Event Center.

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Full Service Contract

Upon request and prior approval, CLIENT may elect Chase City Banquet Hall Staff to be in charge of the following:

- Setup/ Decorate prior to the Event
- Clean/ Remove decorations following the Event
- Catering
- Obtain Insurance Coverage for the Event
- Security Guards hired for your Event

This is a Full-Service Contract

CLIENT Initials_____

Kitchen Usage

Kitchen usage is limited to preparation only as there are no resources in the kitchen or on the premises for cooking. This means that food may be assembled and may be warmed or kept warm and perishables and beverages may be chilled in the refrigerator and freezer. Refrigerators and freezers must be thoroughly cleaned after use.

☐ Kitchen will be used

☐ Kitchen will not be used

Client's Initials_____

Decorations

Decorations may not be fastened to the walls with thumbs tacks, pushpins, nails, or staples. Masking tape or command strips are permitted but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or a non-flammable holder. The use of glitter, metallic confetti, straw, rice, birdseed, hay, or other similar items is prohibited in the ballrooms and/on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the facility. Immediately following the reception of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, the CLIENT must consult with Chase City Banquet Hall management. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit at a minimum of \$100.

☐ Client will be in charge of decorations

☐ Chase City Banquet Hall will be in charge of decorations

Client's Initials_____

Rental Items:

- Chaffers _____
- Large chaffer plates _____
- Table Cloths _____
- Chair Covers _____
- Table Décor _____
- Specialty Ordered Items _____
- Full Service Contract _____

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- Other or Special Requests: _____

Food

All food must be prepared by, brought onto the premises, and served by the CLIENT or a caterer that is designated by the CLIENT. Client or their caterer shall coordinate with Chase City Banquet Hall staff two (2) days in advance to confirm catering staff arrival time. Chase City Banquet Hall will not provide any serving materials unless previously requested in this agreement.

☐ Client will be in charge of catering the Event

☐ Chase City Banquet Hall will be in charge of catering the Event

☐ Event will not be catered

Client's Initials _____

Miscellaneous Policies

Live animals, except for service animals, may not be brought onto the premises.

CLIENT and his/her guests are restricted to the rental area.

Chase City Banquet Hall will not be responsible for items left behind, before, during or after an Event.

Chase City Banquet Hall Staff may enter any of the rented premises at any time on any occasion.

Chase City Banquet Hall reserves the right to take photographs of rental Events for its own records and for use in the future.

CLIENT must make sure that the number of guest does not over-exceed the stated amount (409 persons).

Damage to Building. In cases where property has been damaged or abused beyond normal wear, CLIENT will be billed for all damage and additional cleanup. Chase City Banquet Hall will keep a credit card on file of the CLIENT in case of damages.

Credit Card Type: Visa____Mastercard____Discover____American Express____

Credit Card Number: _____

Expiration Date: ____/____ Security Code: _____

Storage in Building. Chase City Banquet Hall does not provide storage. It is not available before or after a rental event. All decorations, props, rented furniture, beverage dispensers, and personal belongings, etc. must be removed at the end of the event.

Fees and Charges

Payment Policy

A fifty percent (50%) deposit of the total rental costs and a refundable \$100 security deposit is due at the time the CLIENT enters into this Agreement. These are required as an initial deposit. The remaining balance of total costs is due less than thirty (30) days prior to start of the event. Chase City Banquet Hall

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accepts payments in the form of credit, money order or check payable to "Chase City Banquet Center".
There will be a \$75 fee for returned checks.

***Initial deposit = 50% of the total rental costs + Security Deposit**

****Client agrees to these payment terms****

Client's Initials_____

Cancellation Policy

CLIENT must provide a dated, written request for cancellation. Upon cancellation by CLIENT the following fee schedule will apply:

- 72 hours after signing contract: \$100 administration fee deducted
- 90 days prior to event: one quarter (25%) of initial deposit nonrefundable
- 60 days prior to event: One (50%) of the initial deposit nonrefundable
- 30 days prior to event: Total (100%) of Initial deposit nonrefundable

No refunds will be made when the event is cancelled by Chase City Banquet Hall due to CLIENT's noncompliance with terms and conditions.

Clean-up Responsibilities

Clean-up is the CLIENT's responsibility. CLIENT is expected to provide sufficient supervision to minimize spillage of food and beverages on the Facility floors during the rental event.

Any CLIENT leaving excessive trash in main hall, kitchen, restrooms, lobby, and/or outside of doors is subject to additional charges. All or a portion of the security deposit will be withheld if the Facility is not adequately cleaned, or if damage occurs.

CLIENT must finish the clean-up no later than the time CLIENT has identified as the ending time for his/her event. The CLIENT is responsible for the following cleaning duties:

- All tables must be cleared of all items such as table linens, dishes, and decorations, etc. All trash must be placed in the receptacles provided. If trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the trash dumpsters located behind the building. Chase City Banquet Hall will provide additional trash liners if needed.
- All decorations must be taken down and removed from facility.
- Client is responsible for all kitchen cleanup. The kitchen area must be thoroughly cleansed and returned to its original cleanliness. This includes all work areas, ovens, and, refrigerators, sinks, and floors.

☐ Chase City Banquet Hall will be in charge of cleanup and removal of decorations

☐ Client will be in charge of cleanup and removal of decorations

Client's Initial_____

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Insurance and Security Requirements

Insurance In order to use the facility, CLIENT shall take out, at their expense, and keep in force during the event covered by Agreement, general liability insurance, naming Chase City Banquet Hall as additional insured. A copy of insurance coverage must be submitted to Chase City Banquet Hall at least 10 days prior to your event date. If unsure, inquire with management for the name of an agent to contact to secure certificate.

☐ Client will obtain Insurance Coverage

☐ Chase City Banquet Center will obtain Insurance Coverage

Client Initials_____

Security

Chase City Banquet Center may require security staff for events in which size, program and/or nature of the program indicate such needs. The Center will arrange for security to be paid for by the CLIENT.

The security requirement will be one security guard for every 50 persons in attendance. The price for security will be \$_____ for the duration of the event.

When applicable, Chase City Banquet Center may require adult chaperones for youth activities. A list of these chaperones must be submitted to Chase City Banquet Center at least ten (10) days prior to the event, including their addresses and phone numbers.

Smoking

Smoking is not allowed inside Chase City Banquet Center.

Alcoholic Beverages Policy

Chase City Banquet Center shall abide by all laws of the State of Virginia concerning the use and serving of alcohol. Each CLIENT wishing to have alcohol at their event must abide by the following regulations regarding alcohol use in the Chase City Banquet Center:

In the case of monetary exchange for alcohol, a licensed caterer is required. Please note that the caterer's insurance only covers the alcoholic beverages, not Chase City Banquet Center. Necessary licenses to serve or sell alcohol will be obtained by the CLIENT. Any group who sells alcohol, or charges an admission fee and alcohol, must obtain a temporary liquor license from the State of Virginia Alcoholic Beverage Control Board. A copy of the license must be on file with Chase City Banquet Center, ten (10) business days prior to the event. All alcoholic beverage license(s) must be applied for, no later than 30 days prior to event.

☐ Alcohol will be served

☐ Alcohol will not be served

Client Initials_____

Responsible Beverage Service Policies and Procedures

Proof of Age will be required for anyone appearing to be 30 years of age or younger. Age identification must include date of birth, physical description, and photograph. Servers will confirm that the I.D. is that of the presenter.

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Non -alcoholic beverages (sodas, juices, waters, etc.) will be promoted and made available for the duration of any event where alcoholic beverages are sold or served.

At events of three (3) hours or longer, alcoholic beverages service will be stopped one (1) hour before the end of the event.

No alcoholic beverages may be brought into or taken out of the event by guest or participants.

Summary of Pertinent Virginia State Laws

It is illegal to give, serve, or sell alcoholic beverages to any person under age twenty-one (21). This law applies to parents and other family members of minors.

Identification as evidence of age must be issued by a government agency (state or federal) (i.e. valid driver's license). Document altered in any way are unacceptable.

It is illegal to serve or sell alcoholic beverages to an obviously intoxicated person.

It is illegal to be intoxicated in public.

It is illegal to drive under the influence of alcohol or with a blood alcohol level of .08% or higher.

One-day licensed alcohol servers/sellers must be 21 years of age or older.

Beverage servers/sellers have the right to refuse service/sale to anyone who appears to be intoxicated or under age 21.

Client acknowledges and understand the policies and procedures and State Law regarding alcoholic beverages:

CLIENT Initials_____

Indemnification

User agrees to defend , indemnify and holds harmless Chase City Banquet Center and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by Chase City Banquet Center or its employees, arising from CLIENT'S acts or omissions under this Agreement or any act or omission of CLIENT'S vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise from the negligence or willful misconduct of Chase City Banquet Center or its employees.

Chase City Banquet Center will not be held responsible for any losses, damages, or injuries. This refers to any loss, damages, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period coverage by this contract. CLIENT will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

CLIENT agrees to abide by this Agreement and acknowledge having received a copy thereof. CLIENT will be held financially responsible for any damage to the Facility or equipment, which occurs through the CLIENTS'S meeting or event at the Facility.

Additional Information:

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By signing below, User acknowledges that he/she has read and agrees to all above terms and conditions.

Event Type: _____

Client: _____

Chase City Banquet Center

Signature: _____

Authorized Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Additional Remarks:
