

DESSAU EVENT CENTER USE AGREEMENT

I, _____, (USER) agree to the use of Dessau Event Center (the Center) on _____, _____ for a _____ (Function). The User estimates that _____ (number) of guests will attend this event.

These fees will be paid prior to the event:

\$1000.00	For Center rental (4 hour event / 2 hr set-up & clean up)
\$500.00	Security Deposit (refundable – 30 days after event)
\$140.00	Security Officer fee (if required: minimum 4 hours)

All fees must be made in advance of use of the Center. User accepts all conditions set forth in this Agreement. User further agrees that any damage to the facility or its contents will be deducted from the Security Deposit; or, if over \$500.00 repaired at User expense.

User will pay a Security Deposit of \$500.00 when this contract is signed. Balance of Contract is due 15 days prior to the function. The Security Deposit will be refunded to User within 30 days in all cases where facility is left clean after event and there is no damage. If funds exceeding the Security Deposit are spent cleaning or repairing facility after use, the Center will charge User that amount.

Minor damage or problems with the facility are to be reported to the Center's Representative immediately. User also agrees that the Center's Representative shall inspect the facility after use. Any damage recorded will be deducted from the Security Deposit or charged to the User for repair or payment. Security Deposit will be held until all repairs are completed.

Rental of audio-visual equipment owned by Dessau Event Center is not included in this agreement.

The Center is not responsible for items left in the facility. Items left in the Center more than 3 days become the property of the Center.

Addendum A must be signed if equipment or material will be brought into the facility by User. All outside equipment and material must be cleared by the Center's Representative prior to bringing any outside equipment or materials into the facility. Addendum A is attached as part of this agreement to repair any damage(s) caused by such equipment or material.

Addendum B must be signed and permission obtained if alcoholic beverages are served. **ONLY ALCOHOLIC BEVERAGES PROVIDED BY USER CAN BE BROUGHT INTO THE FACILITY. ALL BEVERAGES MUST STAY INSIDE BUILDING OR IN COURTYARD.**

If alcoholic beverages are to be served, the Center will arrange for security to be paid by User at rate of \$35.00 per hour for 1 officer, 4 hours minimum (included in contract). After 4 hours the officer fee is \$50.00 per hour (per officer).

Any User, or guest, that misuses or abuses this property shall be barred from using the Center in the future and will incur additional charges for repair, replacement, or cleaning.

There will be **NO SMOKING IN THE EVENT CENTER** (by order of Fire Marshal). Smoking in the building may cause immediate closing of the event with no refund. Smoking is allowed **ONLY** in the courtyard where ashtrays are provided.

All activities will end by midnight.

User further agrees to notify Center Representative of any and all acts of violence, malicious mischief, vandalism, personal injury or similar incidence. User also agrees to have a representative _____ (name & phone #) _____ to assist with security needs if necessary. User understands and acknowledges that video and audio surveillance will be used before, during and after the event.

User agrees to notify the Center Representative immediately if more than 50 persons have been admitted to the event and no security officer is present. Additional security officers will be utilized to enforce rules and occupancy limits at USER expense. User understands that he/she will be charged at the rate of \$50 per hour for a 4 hour minimum if security requirements have been waived due to misrepresentation or rule violation by USER. The occupancy limit is 150 persons.

CANCELLATION POLICY

Either party may cancel this agreement at any time, for any reason, provided the canceling party provides a dated, written request for cancellation to the non-canceling party. Upon cancellation by USER the following fee schedule will apply:

\$75.00 Canceled 60+ days before the event

\$150.00 Canceled 14-59 days before the event

Cancellation of event by User less than 14 days before event will result in complete loss of the Security Deposit.

ADDITIONAL FEES POLICY

The following additional fees may be charged following event:

Rental if time exceeds limit	<u>\$250.00 per hour</u>
Extra Cleaning if required	<u>\$30.00 per hour</u>
Kitchen fee (if non approved cater/ food server used)	<u>\$150.00</u>
Unscheduled Security fee	<u>\$200.00 (\$50.00 per hr /4 hr min)</u>
Audio-Visual Equipment –see separate agreement	

Types of Beverages to be served (check all that apply):

Soft drinks Beer Wine Liquor None

Food Served (An approved caterer is required or, the Kitchen Fee of \$150.00 must be paid for non-approved cater or food server.) Yes No

Caterer Name

Caterer Contact Phone Number

I, USER, agree to all the above stated conditions.

USER

DATE

DESSAU EVENT CENTER REPRESENTATIVE

DATE

**ADDENDUM A
EQUIPMENT OR MATERIAL BROUGHT INTO FACILITY**

I, USER, agree to pay for any damages occurred to the facility during occupancy due to personal or outside equipment or material that I bring into the facility. All equipment or materials that can cause damage to said facility, unless special arrangements are made to include them, are expressly forbidden. I agree to pay for all damages in accordance with the terms set above and in the DESSAU EVENT CENTER USE AGREEMENT.

User

Date

Dessau Event Center Representative

Date

OR

I, USER, agree not to bring any outside equipment or material into the Center that may cause damage to the facility.

User

Date

Dessau Event Center Representative

Date

**ADDENDUM B
ALCOHOLIC BEVERAGES**

Permission has been sought and obtained from the Center for use of alcoholic beverages at the Event Center on _____ (Date) by _____ (User).

By this agreement, only alcoholic beverages served by User may be brought into building and User shall exercise control over the dispensing of alcohol and its consumption so that no person shall become inebriated. The User accepts full responsibility in this matter and releases the Dessau Event Center from any liability.

ALL ALCOHOLIC BEVERAGE CONTAINERS MUST BE REMOVED FROM THE PROPERTY THE NIGHT IT IS USED.

Person legally responsible for signing Addendum B must be 21 years of age.

User Signature

Date

Dessau Event Center Representative

Date

ADDENDUM C
RULES FOR USE OF DESSAU EVENT CENTER

Users are expected to return the building in same good condition as when received by User. Any User leaving building in unacceptable condition will not be allowed future use of the building. If cleaning and building requirements are not met, deposit may be forfeited. User must bring own cleaning supplies (i.e.: dish soap, non-abrasive cleaners, paper towels, dishcloths and towels, extra trash bags, etc.). A dumpster is located behind building. All security, caterers, band, cleanup crews and vendors must be approved by Dessau Event Center Representative.

- 1) An additional cleaning fee of \$50.00 will be deducted from Security Deposit if cleaning of the Center is not performed on same day of event.
- 2) Capacity of Center is 150 persons as per Fire Marshall (or Security's discretion). This number shall not be exceeded.
- 3) No staples, tacks, nails, tape or any other form of attachment likely to damage paint or woodwork is to be used to fix signs or decorations to the interior walls and ceilings or to the exterior of the building. Please confer with management regarding signage and decoration intentions.
- 4) Candles are allowed only if in votive holders or contained properly. All candles should be carefully managed.
- 5) Beer kegs and all other containers likely to leak water are not allowed inside the building without protective liners and prior management approval.
- 6) All furniture will be used in the way it was intended to be used.
- 7) Hallways and doors must not be blocked for reasons of safety. User shall not change thermostat settings or enter electrical panel or attempt to modify mechanical systems.
- 8) Trash must be placed in dumpster the day of event. Trash not put in dumpster for disposal will be hauled away at User's expense or deducted from Security Deposit.
- 9) Kitchen will not be used for food preparation.
- 10) NO SMOKING IN BUILDING. Smoking allowed in courtyard area only. NO FOOD OR DRINKS IN RESTROOM OR CENTER GROUNDS (parking areas and in business park – including front of Event Center).
- 11) User is responsible for behavior of their guests and condition of building. Parents are responsible for behavior of their children at the Center and responsible for damage done by them.
- 12) All activities must end (including clean-up) and building cleared by midnight.**
- 13) Birdseed, rice or bubbles may be used outside of facility. Only real rose petals can be used outside. No synthetic petals outside.
- 14) Disposal of extra ice and water from Kegs or coolers must be discarded out by the trash bin away from building.
- 15) All discarded containers (cups, bottles, or cans) must be picked up at the end of the event or a cleaning fee will be charged.
- 16) Kitchen sinks do not have electric disposals, please remove excess food and grease before washing items in sink.
- 17) To avoid deductions from the cleaning/security deposit, all areas used, inside and out are to be left clean of debris.
- 18) When moving heavy equipment and furniture, care is to be taken not to damage the floors.
- 19) Floors must be left clean. Damp mop with cold water only where needed and remove scuffmarks.
- 20) The Center is not responsible for items left on the grounds or in the building.

Signed and Accepted by User

Date

AUDIO-VISUAL EQUIPMENT RENTAL AGREEMENT

User has paid a separate security deposit of \$500.00 for equipment rental 4 days before event. User will be liable for repair charges or full replacement value in the event of damage to equipment. Security deposit will be refunded after 30 days of event.

Equipment to be rented will be:

- | | |
|---|----------|
| <input type="checkbox"/> Video with PA system | \$180.00 |
| <input type="checkbox"/> Video with PA system and microphones | \$200.00 |
| <input type="checkbox"/> PA system and microphones | \$140.00 |

User's Signature

Date

Center's Representative

Date

Clean Up Check List

- 1. Wipe table tops with damp cloth (water only).**
- 2. Floors swept & mopped (water only).**
- 3. Kitchen counters wiped clean.**
- 4. Trash taken to dumpster.**
- 5. All cigarette butts disposed of properly (in ashtrays). Do NOT leave on the ground.**
- 6. Remove all personal belongings**
- 7. Leave Center as you found it.**