



Catering Concepts Venue Rental Contract

Catering Concepts is pleased to submit the following contract to use our facility and property for your event. Based on your needs, this contract outlines all pertinent details and arrangements initiated between you the client and Catering Concepts. Before signing this contract, review our Rental Rates and Event Guidelines, then verify that all the following information is correct.

Event Information

Based on information received as of this date, the following Meeting/Event space is being held as outlined:

Event Date: _____ **Guest Number:** _____

Event Type: _____ **Group Name:** _____

Event Start/End Time: _____

Client Information

Name: _____ **Contact:** _____

Street: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Event Planner: _____ **Contact:** _____

Caterer: _____ **Contact:** _____

Catering Concepts Event Guidelines

Terms and Conditions

1.) Space Reservations

All spaces in Catering Concepts may be used on as-available basis. Space will be held for Client after the request has been made to the Events Coordinator and the space has been deemed available. A non-refundable deposit of 25% of base rental fee will be required to hold a reservation and will be due with the signed rental agreement. If the deposit is not received, the date/time will be made available to other potential Clients. Should an event be cancelled due to no fault of Catering Concepts after a deposit has been paid, the deposit will be forfeited by the Client.

2.) Use Agreements

Space reservation will be confirmed on the date Catering Concepts receives the signed rental agreement accompanied by the required deposit. Usage hours reflect actual hours in which Client has access to reserved space. Catering Concepts agrees to complete in-house event set up no later than 30-minutes before the starting time of Client's event. Catering Concepts reserves the right to charge for any last-minute set-up deviations to contracted event set-ups according to the current schedule of charges.

3.) Clean-Up Responsibility

Client agrees to leave all Catering Concepts facilities in the same condition as existed at the time Client took possession. Any additional charge incurred because of an excessive amount of post-event clean up will be borne by Client. Client shall be responsible for any and all damages to Catering Concepts facilities caused by acts of the Client, Client's agents, employees, or attendees of Client's event.

4.) Alcohol Service

The Client must notify Catering Concepts upon return of the rental agreement if alcohol will be served at the Client's event. The Client will hire a professional bartender, who will abide by all laws governing the distribution of alcohol, for the event. Catering Concepts will not accept responsibility for any property damage or bodily injury resulting from any act or omission on the part of the Client or Client's invitees due to alcohol consumption. Catering Concepts will not be responsible in the event alcohol is served to a minor. Any regulation of alcohol consumption at Client's event is the sole responsibility of Client, and should be in accordance with all state and federal regulations.

5.) Personnel

Catering Concepts will establish minimum requirements for event/performance and arrange for personnel as needed. Service Staff can be provided for a charge of \$100 per server/bartender per four-hour event, and at \$25 per hour for any additional time.

6.) Parking

There are ample spaces available for guest parking. Service vehicles must park in areas previously designated by Catering Concepts. Parking is not permitted in the red fire zones. Vehicles in these areas are subject to towing at the owner's expense.

7.) Damage to Property

Client shall pay for any damage by Client, his guests or technicians resulting from the misuse of any devices or equipment belonging to Catering Concepts. Catering Concepts will notify client within 48 hours of the event if property damages or missing items are discovered. A list of replacement fees for our rentals/items will be submitted upon request. Damaged items are discarded within 10 days unless the client requests to pick them up. After 10 days, the client forgoes rights to the item(s). Photos of damages will be provided as proof upon request.

8.) Smoking

Smoking is prohibited in Catering Concepts facilities. Space is available outside for smoking.

9.) Storage

Catering Concepts will not accept any goods unless prior arrangements have been made with the appropriate Catering Concepts staff. In the receipt, handling, care or custody of any property delivered to Catering Concepts for or by a Client, Catering Concepts staff shall act solely for the accommodation of said Client. Neither Catering Concepts nor its staff shall be liable for any loss, damage or injury to such property.

10.) Compliance with Laws

No activities in violation of federal, state or local laws, ordinances, rules, regulations or the opinion of the Board of Health shall be permitted on Catering Concepts premises. Clients shall be responsible while under the terms and period of the Use Agreement to enforce this provision.

11.) Licenses and Fees

Clients shall obtain all permits and licenses required by the laws, ordinances, rules and regulations, referenced above for Client's event. Client shall indemnify, defend and hold harmless Catering Concepts from any claims or costs including legal fees which might arise from the questioning of use of any such material as described above.

12.) Objectionable Persons

Catering Concepts management reserves the right to eject or cause to be ejected from the premises of Catering Concepts any objectionable person or persons. Neither Catering Concepts nor any of its officers, agents or employees shall be liable to any

Client for any damages that may be sustained by such Client subsequent to the exercise of such right by Catering Concepts management. The term “objectionable persons” shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of Catering Concepts policy, city, state or federal law, make the normal and proper conducting of business or an event or the enjoyment by others of such event difficult or impossible for others. Objectionable persons also include those who interfere with the normal and proper conducting of business/event or the enjoyment of others.

13.) Other Stipulations

Birdseed, bubbles, rose petals, rice or glitter may only be thrown outside the Catering Concepts building. Disc Jockeys (DJs) and bands must be set up and have completed their sound checks and tuning at least two hours prior to the event. DJs and bands are expected to keep the volume at a moderate level. They must vacate the premises within one hour of the completion of the event. Florists are expected to inform Catering Concepts of their plans in advance. Florists may decorate the facility and grounds with approval of Catering Concepts Event Coordinator. Arrangements, stands, ribbons, drapes, etc. are to be removed from the facility and grounds immediately following the event. Florists requesting use of refrigeration are subject to storage fees. Catering Concepts is not responsible for floral damage. The Client should inform Catering Concepts of all photographers/videographers involved in the event. The photography schedule should be discussed with Catering Concepts Event Coordinator in advance. By signing this agreement, the client permits use of photos that we have taken at the event on our website, advertisements, materials, etc., with the understanding that we will not profit from them in any way. The Client or agents of the Client may NOT use nails, staples, tape or tacks on any woodwork, wall surface, floor or furniture in Catering Concepts interior or exterior.

14.) Refusal to Rent

Catering Concepts management shall refuse to rent Catering Concepts facilities for any event, activity or performance if it determines that such event, activity or performance or the anticipated audience response to such event, activity or performance may cause damage or the unusual risk of damage to Catering Concepts facilities, patrons or reputation in the community. *In the case a question arises that is not addressed here in these guidelines, Catering Concepts staff has final authority. *Catering Concepts reserves the right to change and to amend these policies at any time prior to a rental agreement being signed and deposit received.

15.) Cancellations

Please be aware that once the contract is signed, and your event date scheduled, all other clients have been refused space and services for your event date, and thus all payments are non-refundable. All services may be cancelled if received in writing no later than two weeks prior to the event. You would not be obligated to pay the balance of your invoice, unless you placed an order for a specialty item purchased specifically for your event. In such cases, you will be contractually bound to pay the balance due on any special orders. Exceptions will be considered on an individual basis, such as personal illness or death in the family causing a delay or cancellation of the event. These exceptions are made by the owners alone, and no verbal agreements will be accepted.

Signature _____ **Date** _____

Rental Rates

Venue Space:

We offer package rates (please see page 2).
Contact us for current rates.

Glassware, Flatware, Dinnerware.....\$0.30 Each (unless specified)

Glassware

All Purpose Goblet (Tea/Water) Short Stem-
All Purpose Goblet (Tea/Water) Tall Stem-
All Purpose Wine Glass- 10oz
Bordeaux Wine Glass
Burgundy Wine Glass
White Wine Glass
Snifter-12oz
Cordial-1oz
Champagne Flute- 6oz
Acrylic Champagne Flutes-5oz
Pilsner- 8oz
Pilsner- 12oz
Rocks-6oz
Highball-8oz
Punch Cup-8oz
Irish Coffee Mug, Footed- 8oz
Martini Glass- 5oz.....\$0.40

Flatware- Varying Patterns Available

Salad/Appetizer Fork
Dinner Fork
Table Knife
Steak Knife
Table Spoon
Tea Spoon

Dinnerware

Clear Glass
8'' Salad/Dessert Plate
10'' Dinner Plate

White Royal Daulton w/ Platinum Dual Bands:

10.5'' Dinner Plate
7.5'' Appetizer Plate
6.5'' Bread Plate

Cream w/ Nottingham Pattern:

6.5'' Bread Plate

7.5'' Dessert/Salad Plate

10.5'' Dinner Plate

Serving Ware

Provencal Iron 3 Tier Display Stand

Hand-Hammered Silver Ice Bins

Rustic Roman Style Copper Ice Bin

Rustic Copper Chaffers (Rectangular & Round)

Silver Chaffers (Rectangular & Round)

Decorative Glass Beverage Dispensers (1-2.5 Gal)

Hand-Hammered Silver Insulated Bowl w/ Compartment Option

Catering Concepts Venue Rental FAQs

What type of an event can Catering Concepts host?

Catering Concepts Venue Space is the perfect setting for Corporate Events, Lunches, Receptions, Weddings, Rehearsal Dinners, and more. We will make your event a successful, memorable experience.

May I use any caterer for my event?

As a full-service premier caterer, Catering Concepts can provide for all your catering needs. You may use another caterer if you so choose. Please inquire for approval.

May I have alcohol at my event?

Alcohol may be served inside the Catering Concepts facilities. Client may not sell alcohol and must acquire professional staff to dispense alcohol. State and Local laws regarding the use and dispensing of alcoholic beverages shall be adhered to at all times.

Do I have to pay a deposit?

One quarter to one half (based on catering agreement) of the full estimated rental fee is due with Client's signed rental agreement in order to secure the space reservation. Deposit is non-refundable and will be applied to Client's final settlement.

May I extend my usage hours beyond the hours in the contractual agreement?

You may extend additional time with the approval of a Catering Concepts manager on duty at your event. Clients will be billed for additional usage time.

May I put up signage or decorations at my event?

Catering Concepts staff must approve all signage and decorations prior to placement. Clients may not use adhesive tape on any painted surface. Art in any location may not be removed, relocated or covered by anyone other than a Catering Concepts Staff member.

Where do I park?

Catering Concepts has ample guest parking. Please contact us regarding purveyor delivery/parking.

May I store decorations and event items at Catering Concepts?

No. Decorations and event items should be delivered to Catering Concepts during contracted usage time and must be collected by the Client or appointed vendor by the end of the usage time. Items left behind are subject to removal from Catering Concepts and Catering Concepts is not responsible for loss or damage to items.

May I bring my own centerpieces?

Yes, you may bring your own centerpieces. Catering Concepts does not provide centerpieces as part of the venue rental. If you would like assistance with centerpieces and floral accents, we are pleased to facilitate the acquisition of such items.

If you have further questions or would like to speak with someone regarding the use of our facility, please contact one of our Events Coordinators at: 479-636-6003.

