

The Eight 2 Eight Rental Hall

Rental Agreement and Contract

_____ Balance Due _____
_____ Copy Sent _____
_____ Reminder Sent _____
_____ Refund Sent _____

Event Date: _____

Set-up Time: _____ Wrap up Time: _____

***setup/clean up must fit inside the time block**

Event Name: _____

Approximate # of Guests: _____

Client(s)/Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Hours needing venue _____ x \$ _____ = \$ _____ Flat Rate \$ _____ Wedding Rate \$ _____

Damage/Cleaning Fee amount **\$100** (\$50 refundable) Tables: _____ 60" Round (seats 6-8/15 available)

(Deposit returned within 30 days of event if the hall is returned in an as found state) _____ 6ft Rectangle (seats 4-6/20 available)

_____ 8ft Rectangle (seats 8/4 available)

- A signed contract and date-hold deposit in the amount of 50% must be received to reserve your date(s) and time(s).
- **The balance of your space rental fee is due thirty (30) day prior to your event.**
- Miscellaneous costs, such as equipment, linens, etc. are due thirty (30) days prior to your event.
- Any additional costs that arise will be due at the time of change.

Payments should be made to The Eight 2 Eight. Cash, check or major credit cards accepted. A credit card must be provided to reserve your event, regardless of payment type.

No refunds of the rental fees will be paid past 30 days prior to an event, as your agreement to rent The Eight 2 Eight on this date may cause the loss of additional bookings or business.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: _____ Date: _____

Acknowledged and Agreed by The Eight 2 Eight: Staci Bailey Date: _____

Email: theeight2eight@gmail.com

Hours of Operation

Events may not last beyond 12:00 a.m. without prior approval from The Eight 2 Eight staff. This 12am deadline includes cleanup time. The CLIENT will be charged \$50 per hour if the Event and/or cleanup time exceeds 12am or if it exceeds a delegated deadline previously approved by staff. CLIENT is responsible for making sure guests leave the building at an appropriate time for CLIENT to finish cleanup before the time deadline. Arrangements must be made by the CLIENT to have all 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. The Eight 2 Eight 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:** The Eight 2 Eight 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 included in paid package.
- **Tables and Chairs:** Such items are provided upon request and will be set out and put away by The Eight 2 Eight staff. CLIENT is responsible for setting up tables and chairs. CLIENT **MUST NOT DRAG** tables across the floor. Tables and chairs are not to be taken outside by the CLIENT or any guest attending the Event. Damages to either will result in replacement cost to CLIENT.
- **Deep Cleaning:** The Eight 2 Eight will perform deep cleaning, such as mopping and vacuuming. CLIENT must remove anything brought in by self, guests or hired vendors.
- **Parking:** All CLIENTS, guests or hired staff vehicles shall be off the streets by 2am, otherwise they will be towed at the owner's expense. **STREET PARKING ONLY. THE SIDE LOT IS NOT TO BE USED.**

Kitchen Use

Kitchen use 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 using the warming ovens, and perishables and beverages may be chilled in the refrigerator.

Decorations

Decorations may **NOT be fastened to the walls with thumb tacks, nails or staples. Pushpins, magnets, and command hooks are permitted but must be removed at the end of the event.** Candles must be completely enclosed in a glass or non-flammable holder. **The use of glitter, metallic confetti, straw, rice, chalk, birdseed or hay is prohibited in the hall.** Immediately following the completion 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, CLIENT must consult with The Eight 2 Eight staff. Failure to do this may result in damage and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit.

Food

All food must be prepared by, brought onto the premises, and served by CLIENT or caterer that is designated by the CLIENT.

Cancellation Policy

- CLIENT must provide a dated, written request for cancellation. Upon cancellation by CLIENT the following fee schedule will apply:
 - Initial deposit required to book your event is non-refundable upon signing this contract.
 - The remaining balance per this contract is due 30 days to the event.
 - Events cancelled within 60 days of an event will forfeit all additional monies made outside the initial deposit.
 - Up to 60 days prior to event: 50% of additional monies paid above the initial deposit will be refunded.
- No refunds will be given when the event is cancelled by The Eight 2 Eight due to the CLIENT's noncompliance with terms and conditions.

MOVING YOUR DATE – In the event you need to move your date a \$25 fee will be assessed for each time it gets moved.

Unforeseen circumstances (government mandated shut down) – If your event cannot happen due to a government shutdown out of our control, NO REFUNDS will be issued, you will not be charged the above fee to move your date and will be allowed to use any money paid toward a rescheduled event within one year from the date of event on this contract.

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.
- The Eight 2 Eight will not be responsible for items left behind, before, during or after an Event.
- The Eight 2 Eight staff may enter any of the rented premises at any time on any occasion.
- The Eight 2 Eight 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 guests does not over-exceed the stated amount.
- Damage to Building: In cases where property has been damaged or abused beyond normal wear CLIENT will be billed for all damage and additional clean-up. Credit card provided to reserve the event will be charged.
- Storage in Building: The Eight 2 Eight does not provide storage. It is not available before or after a rental event. All decorations, props, rented furniture, beverage dispensers, and personal belongings must be removed at the end of the event.
- CLIENT shall not bring or allow illegal use of drugs on the premises.

Insurance

The Eight 2 Eight has liquor liability insurance that covers only The Eight 2 Eight. The CLIENT should take out, at their expense, and keep in force during the event covered by the Agreement, general liability insurance, naming The Eight 2 Eight as additional insured. The client has the option to obtain their own insurance or purchase a policy through Kortase/Flinn, Contact Jennifer @ 231-758-3760 for further information.

Client will obtain insurance and provide the Eight 2 Eight with proof of coverage.

Client declined insurance and assumes all responsibility of such actions.

_____ CLIENTs Initials

Smoking

Smoking is not allowed inside The Eight 2 Eight Rental Hall. The Eight 2 Eight will provide adequate smoking containers for use outdoors as needed. Smoking inside the facility will constitute a forfeit of Security/Cleaning deposit and additional charges may apply.

Responsible Beverage Service Policies and Procedures

- Proof of Age will be required for anyone appearing to be under age and is the CLIENT'S responsibility. Age identification must include date of birth, physical description, and photograph. NO OPEN ALCOHOLIC BEVERAGES may be taken in or out of the Eight 2 Eight Rental Hall by guests of the CLIENT.
- It is illegal to give, serve or sell alcoholic beverages to any person under the age of twenty-one (21).
- 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.
- The CLIENT shall abide by all laws of the State of Michigan concerning the use and serving of alcohol.

Client acknowledges and understands the policies, procedures and State Law regarding alcoholic beverages.

_____ CLIENT Initials

Indemnification

User agrees to defend, indemnify and hold harmless The Eight 2 Eight and its affiliates from and against any and all claims, demands, causes of action, or liabilities incurred by The Eight 2 Eight or its affiliates, arising from CLIENTs acts or omissions under this Agreement or any act or omission of CLIENTs 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 The Eight 2 Eight or its affiliates.

The Eight 2 Eight will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, 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 covered 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 acknowledges having received a copy thereof. CLIENT will be held financially responsible for all damages to the facility or equipment, which occurs through the CLIENTs meeting or event at the facility.

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

CLIENT

The EIGHT 2 EIGHT

Signature

Signature

Print Name

Staci Bailey/Will Bailey

Print Name

Organization (If Applicable)

Date

Date

\$ _____ Venue Total
\$ 100.00 Cleaning/Damage Fee
\$ _____ Event Package
\$ _____ Total Add On's
\$ _____ GRAND TOTAL

Credit Card Number

Exp. Date Cvc Code Billing Zip Code

- Check # _____
- Cash
- Credit Card
- Venmo @theeight2eight
- CashApp \$Eight2Eightrental

***Please Attach Copy of Photo ID to match Credit Card**

\$ _____ Due 30 days Prior to event