

Venue CHISCA

Room Rental Agreement

- Sunday thru Thursday events held between the hours of 7am to 5 pm are subject to a \$150 an hour room fee and \$100 for each additional hour. Rental does include chairs and tables, but rental does not include linens or centerpieces.
- Sunday thru Thursday evening events held between the hours of 5pm and midnight are subject to a \$600 room fee. Rental includes chairs, tables and linens
- Friday and Saturday evening events held between the hours of 5pm and midnight are subject to a \$3000 room rental fee.
- Time begins at the agreed upon event start time and with an end time of no later than Midnight.
- rental includes White, Black or ivory FLOOR LENGTH linens, tables and Chairs are included in rental rate.
- seating for an additional 20 guests beyond your guarantee will be provided. seating and linens over and above your guarantee plus 20 will be an additional charge
- tables and table linens are supplied for cake, sign-in/Guestbook, gift and d.j. tables in the standard white, black or ivory linens.
- final guest count is due 14 days prior to the event. Final count may not be lowered once submitted but may be increased up to 48 hours prior to the event.
- Absolutely no outside event rentals will be permitted. All linens, chairs, centerpiece items (including Fresh flowers) must be rented or purchased through Heaven on Earth or Heeren Event rental. Any other event rental needs can be provided to client by Venue Chisca, Heaven on Earth or Heeren Event Rental.
- Client may choose any licensed and insured Caterer they prefer and agrees to pay Venue Chisca \$2 per plate. This cost is to cover the use of the catering kitchen, garbage removal and general cleaning associated with food prep and serving.

PLACE SETTING

- Place settings including, One Knife, two forks, two spoons, Dinner plate, Salad plate, Bread Plate, Dessert Plate and water glass can be provided with additional charge of \$4.50 per

person.

- These items must be provided by Venue Chisca or your Caterer. These items cannot be brought in by any other outside rental company without prior approval. See Event manager for questions on approved rental companies

■ Additional Rental Items

- Projectors and video screens \$200
- microphone \$75
- Lapel Microphone \$125
- LED Down lighting \$500
- high top tables \$10/each (linens not included)
- Podium \$25

● Ceremony in The Quarter

- wedding ceremonies can be performed in The Quarter for a charge of \$500 This includes the site only.
- rehearsal time subject to availability and is complimentary
- Ceremony seating must be rented thru Venue Chisca only.
- White plastic chairs \$2.50 each
- White Resin Chairs \$3.50 each
- White benches \$15 each
- Set up and teardown is complimentary for basic set up.
- At no time will assembly of wedding décor that requires saws drills or any other type of electrical or batter operated tools will be allowed.
- Any ladders that are required for the client to set up your décor will be the responsibility of the client to provide.
- Tape, Nails, Staples, Glitter fabric and glue are prohibited on chairs or arches.
- No Silk rose petals, rice or birdseed allowed.

Deposit

- \$1000 non-refundable deposit to secure the date
- Deposit is non-transferable and can only be applied towards the booked event at Venue Chisca
- Credit card number required for incidentals and/or damages

Cancellation

Group has committed to the functions listed on the above Schedule of Events. It is understood that the Venue loses substantial revenue upon the unexpected cancellation of an event. The amount of those losses is often difficult to impossible to determine. The Venue has set forth the following fee schedule in the event of cancellation. The Parties agree that these fees are a fair and reasonable estimation of the Venues loss because of cancellation. Group shall pay the cancellation fee as liquidated damages if Group's event is cancelled.

If any single function is cancelled, the group is responsible for the meeting room rental and any other applicable charges associated with that function. The Group is still expected to meet Agreed Minimum Food and Beverage Revenue Figures as outlined above. If the entire event is cancelled Group agrees to pay Venue as follows:

Cancellations Fee is based on Agreed Room Night Revenue and Agreed Minimum Food and Beverage Revenue, all other applicable event charges (i.e. meeting room rental, setup charges, audio visual charges etc.) Service Charge and applicable taxes for a total amount listed on the final invoice.

Cancellation More than 180 day prior to event = 50%
Cancellation more than 90 to 179 days prior to event =75%
Cancellation 89 days or less prior to event =90%

Payment

- Personal checks, cashier's checks, cash and all forms of credit cards accepted
- Credit card charges over \$1,000 are subject to a 5% fee
- Payment due no later than 14 days prior to your event
- Returned checks are subject to a \$25 fee
- All payment and deposits are non-refundable and non-transferable for any reason.

Policies

- No outside rental items provided by other rental companies are allowed. This includes but not limited to. Centerpieces, fresh flowers, linens, décor chairs, wine barrels, specialty tables
- DIY centerpieces, fresh flowers and décor are allowed. If Venue Chisca does not have a rental item that is required by client, Venue Chisca will sub-contract said item at client's expense and Venue Chisca discretion.
- No smoking is allowed anywhere within Venue Chisca at any time. Smoking is only permitted in designated smoking areas.
- No balloons, confetti or glitter can be used as decorations. Client will be subject to \$2500 room cleaning fee if such items are used.
- All candles must be placed in a secure glass container. NO TAPER CANDLES ALLOWED.
- Set up for your event can be completed on Monday through Friday between the hours of 9am to 5pm given availability of the banquet center. Any set up and decorating to be completed on Saturday or Sunday can be done at an agreed upon time per the event manager.
- Setup availability cannot be guaranteed any more than 4 days prior to your event.
- No items shall be taped, stapled, nailed or tacked to the walls or any other surfaces. This includes ceremony and reception chairs and tables.
- Pets are not allowed inside or on the grounds of Venue Chisca. If you would like your pets in your ceremony it must be pre-approved by the event manager prior to the day of event.
- All outside items (ex: centerpieces and decor) from outside vendors and client must be removed immediately following your event. No items may be left. If we must remove these items there is a \$200.00 labor charge per hour and a \$100.00 per day storage fee until it is picked up. If not retrieved within two days of the conclusion of your event, client forfeits the ownership of said items and they will be discarded.
- Child supervision is required during all events.

Liability

- Venue Chisca will not accept any responsibility for damage or loss of any merchandise or articles left in the venue prior to, during, or following the function.
- Customer agrees to be responsible for any damage done to, Venue Chisca by the customer, his/her guests, invitees, employees.
- Independent contractors, or other agents under the customer's control.
- Credit card number required for incidentals and/or damages
- Venue Chisca carries all proper insurance and licensing.

Alcohol/bar

- Any outside alcohol is prohibited from Venue Chisca property. There are no exceptions. If unauthorized alcohol is found Venue Chisca's property, it will be confiscated and disposed of.
- Multiple offenses during the same event could result in termination of bar services and or legal action
- Underage drinking is not permitted at any time. any violations may result in the removal from the premises and or legal action
- Open bar packages are available; charges will coincide with your final guest count given 14 days prior to event
- Last call shall be 30 minutes prior to the conclusion of room rental
- A bartender fee of \$175 will be applied per bartender

I have read the above catering agreement and agree to the terms and conditions.

Date of Event

signature of customer

Date

signature of person paying deposit

Date

credit card number for incidentals

Exp/Date

name on card

CVV Code / Zip Code

Catering manager
Venue Chisca
Heaven on Earth

Date