

Client Name:

Event Date:

# *Venue* CHISCA

## Room Rental Agreement

- Monday thru Thursday events held between the hours of 8am to 5pm are subject to a \$250 an hour room fee. Rental does include chairs and tables, but rental does not include linens or centerpieces.
- Monday thru Thursday evening events held between the hours of 5pm and midnight are subject to a \$2500 room fee. Rental does not include linens
- Friday, Saturday, and Sunday events held between the hours of 8am and midnight are subject to a
  - \$7500.00 rental fee for The Grand Ballroom and
  - \$7000 rental fee for the Memphis Room.
  - Holidays and holiday weekday are priced same as Friday-SunThis includes:
  - Time begins at 8am and with an end time of no later than Midnight. Rental includes White, Black or Ivory Near FLOOR LENGTH linens, tables and chairs are included in rental rate.
  - Two bartenders
  - 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 28 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.
- Clients may choose any licensed and insured caterer they prefer.

## Additional rental items for outdoor use

- Outside Tables
  - 72" round \$20
  - 60" round \$15
  - Pub Tables \$10
  - 6ft or 8ft banquet tables \$15
- Outdoor Chair rental \$3.50
- Outdoor Bar \$450 set up fee
- Tent pricing dependent on tent size

### • Ceremony in The Quarter

- Wedding ceremonies can be performed in The Quarter for a charge of \$1000 This includes the site only.
- Rehearsal time subject to availability and is complimentary
- Ceremony seating must be rented thru Venue Chisca only.
- 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 battery 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.
- The Quarter will be made available for a rehearsal while current renter is at dinner. At no time will the rehearsal party be allowed into the building for any reason. This will take no longer than one hour. The rehearsal party will be required to schedule rehearsal time around current renter's ceremony time.

## Deposit

- \$1000 per event space 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. If the entire event is cancelled Group agrees to pay Venue as follows:

Cancellations Fee is based on Agreed Room Night Revenue and all other applicable event charges (i.e., meeting room rental, 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 =100%

## Payment

- Personal checks, cashier's checks, cash, and all forms of credit cards accepted
- Credit card charges are subject to a 5% fee
- Payment due no later than 28 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. **Contact Michelle for further explanation.**
- DIY centerpieces, non-fresh flowers and décor are allowed. If Venue Chisca or Heaven on Earth 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, silk rose petals, confetti cannons/confetti or glitter can be used as decorations.** Client will be subject to **\$5000** 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 the day of the event starting at 8am
- 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 (ie: 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 \$100.00 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.
- For the safety of all, child supervision is always required during events. Children are not permitted to be left unattended in the Quarter or allowed to climb on the wine cellar. Children are not allowed to be left unattended in the brides. Children are not allowed to run thru the ballrooms or play under tables or play on the stairs. Please bring an appropriate supervisor for all children.
- 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. If Heaven on Earth is requested to subcontract rental items from another rental company, a minimum of \$250 will be charged to client.
- Any event over 50 guests will require a minimum of two bartenders.

## 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.
- The agreed upon preparation of the premises for the Client's event performed by the Client shall be at the risk of the Client exclusively. To the fullest extent permitted by law, Client shall indemnify, defend and hold harmless VENUE CHISCA, the Owner, affiliated companies of VENUE CHISCA, their partners, joint ventures, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties") from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and cost, and consultant's fees and costs) ("Claims") which arise or are in any way connected with the agreed upon preparation of the premises by the Client for the Client's event, materials furnished, or services provided by the Client or by any third parties hired by Client. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of Client, its employees, or agents, whether active or passive. Said indemnity and defense obligations shall further apply, whether said claims arise out of the concurrent act or not, omission, or negligence of the Indemnified Parties, whether active or passive. VENUE CHISCA shall not be obligated to indemnify and defend Client or Owner for claims found to be due to the sole negligence or willful misconduct of Client or of any third parties hired by Client. Client's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force and shall continue until it is finally adjudicated that all actions against the Client or of any third parties hired by Client for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

## Alcohol/bar

- Alcohol NOT purchased from Venue Chisca is prohibited from Venue Chisca property. There are no exceptions. If unauthorized alcohol is found on 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 of said offender from the premises and or legal action.
- A bartender fee of \$285 will be applied per bartender. This does not include tips or gratuity. Gratuity amount is at the client's discretion.

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

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Room choice

\_\_\_\_\_  
signature of customer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of customer

\_\_\_\_\_  
signature of person paying deposit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Paying the Deposit

\_\_\_\_\_  
credit card number for incidentals

\_\_\_\_\_  
Exp/Date

\_\_\_\_\_  
name on card

\_\_\_\_\_  
CVV Code      Zip Code

\_\_\_\_\_  
Venue Manager  
Venue Chisca  
Heaven on Earth

\_\_\_\_\_  
Date

# Heaven on Earth Event Design Studio

Personal floral, ceremony and reception floral and décor.

When you book Heaven on Earth Event design Studio along with Venue Chisca, you are given a choice of a free item upgrade from Heaven on Earth. Please choose one of the following.

1. Backdrop -café lights and fabric or arbor (fresh flowers not included)
2. Four pieces of lounge furniture
3. Mirror Me photo booth. (We only have one and it is a first come first serve item)

Heaven on Earth requires a \$2000 deposit along with a \$1000 deposit to Venue Chisca on the same day in order to qualify for the free item.

By signing here, you agree to the Heaven on Earth Terms of all payments and deposits are non-refundable.

\_\_\_\_\_  
Name of Person Paying

\_\_\_\_\_  
Date

\_\_\_\_\_  
Heaven on Earth Manager/Owner

\_\_\_\_\_  
Date