

Occasions Event Hall

REPASS RENTAL AGREEMENT

1108 E. Nine Mile Road
Highland Springs, Virginia 23075
804-554-6915

Application Date: _____

EVENT DATE: _____

DAY OF WEEK (Circle One)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Name of Individual or Organization _____

Address _____

Primary Telephone # _____ Alternate Telephone # _____

Fax # _____ E-mail _____

Requested Hours _____ to _____ Additional Request _____

Intended Use _____ Approximate Attendance _____ (150 max)

TYPE OF EVENT: (please circle all that apply)

Birthday / Meeting / Fundraising Benefit / Class / Workshop / Dance / Wedding / Reception / Reunion / Breakfast / Luncheon Dinner / Graduation / Memorial / Exercise / Festival / Crafts Fair / Goods Sale / Youth Activity / School / Organization Function / Repast / Other _____ Private _____ Public _____

FACILITY TIME REQUESTED:

Hourly Rate - \$150.00 per Hour _____ (4 Consecutive Hours Minimum = \$600.00)

8 Hours Block - \$1000.00 _____ (8 Consecutive Hours)

Repast Rate - \$500.00 _____ (4 Hours Maximum)

Outdoor Yard Rate - \$750.00 _____ (5 Hours Maximum -NO TABLE & CHAIRS)

FACILITY OPTIONS:

TABLES _____ # CHAIRS _____ P.A. SYSTEM _____ PODIUM _____

VENDOR OPTIONS/REQUESTS (Separate Fees):

DISC JOCKEY _____ BAND _____ PHOTOGRAPHER _____ BAR SERVICE _____

OTHER REQUIRED INFORMATION:

SECURITY REQUIRED: YES / NO SECURITY FIRM _____ VA LICENSE# _____

AGE RANGE OF THOSE ATTENDING: _____ TO _____

FOOD SERVED: YES / NO FOOD SOLD: YES / NO HOT FOOD _____ COLD FOOD _____

SETUP TIME: _____ EVENT START TIME: _____ EVENT END TIME: _____

ALCOHOL SERVED: YES / NO ABC LICENSE #: _____

ADMISSION CHARGED FOR EVENT?: YES / NO

NOTE: NO TICKETS CAN BE SOLD AT THE DOOR OR ANYWHERE ON OCCASIONS EVENT HALL'S PREMISES

_____ I understand and agree that I am renting a time slot from OCCASION EVENT HALL for usage of their facility to host my event. I must be present at my event the entire time it is in progress. I understand that I will gain access to the event hall only at the start time agreed to in this contract. I am responsible for my guest and my guests' activities while on the premises. I understand this is a non-smoking facility and I ensure my guest will abide by this policy.

_____ I understand and agree that there is to be NO cooking, NO baking or NO grilling on Occasions Event Hall's property, whether inside or outside. However, I am aware that I am able to heat and refrigerate my food/drinks during the time I have allotted to rent the facility.

_____ I understand and agree that normal custodial service is included as part of the rental fees. Normal custodial service is defined as table and chair setup/breakdown, sweeping, mopping and sanitizing/wiping of tables and countertops after your event. You must remove everything you brought into the facility, including your accumulated trash. A dumpster is available at the rear of our facility for your convenience. Should there be a need for extensive cleaning or trash removal by our staff, additional fees may be billed accordingly and an itemized bill of charges will be send to the mailing address listed on this application. Those fees will be due upon receipt. If those fees are not paid within 60 days of the billing date, Occasions Event Hall will take further action to collect these fees. If further action must be taken, I am aware I will be responsible for all attorney fees and court costs.

_____ I understand and agree that NO ALCOHOL beverages of any type can be brought into this facility WITHOUT PROPER PERMIT from the Virginia ABC office. A temporary ABC Banquet License can be applied for online at:

<https://ebusiness.abc.virginia.gov/eLicense/controller>

I must furnish my Virginia ABC Banquet License to the management of OCCASIONS EVENT HALL at least (7) days prior to my event. Should I not provide the ABC Banquet License within the time frame allotted, NO ALCOHOL will be permitted to be served at my event. Alcohol cannot be consumed outside of the facility; not even on Occasions Event Hall's parking lot. If approved to sell alcohol, a non-refundable alcohol insurance premium of \$100.00 will be due at the time the ABC License is submitted. **NOTE: If you cannot serve alcohol at your event, due to the fact that your ABC banquet license was not furnished by the required date and you choose to cancel your event; there will be NO REFUNDS of any monies paid per our cancellation policy.**

_____ I understand and agree that if I need to cancel my event, I must provide the cancellation request **IN WRITING** as soon as possible. Should I cancel my event, I am aware that all monies and/or payments that were previously paid in advance will be forfeited. This transaction is NONREFUNDABLE for any reason, including acts of nature such as a global pandemic and/or death. There are no exceptions to this policy.

_____ I have read and agree to ALL the rental policies of OCCASIONS EVENT HALL.

Please Note: The required deposit, required security fees (if applicable) are due at the time you sign this contract in order to secure your date. Your determined rental rate must be paid no later than (30) days prior to your event. Your ABC License must be submitted (7) days prior to your event. Please be sure to make these payments and provide your necessary documents in a timely manner. Occasions Event Hall's Management reserves the right to cancel or terminate a scheduled event for any reason and without prior notice if deemed necessary or for reasons beyond our control. Renters will be notified as soon as possible if such an issue should take place. All monies will be refunded or used for a rescheduled date if such an occurrence should take place.

The base rental of this facility covers select hours for space usage, house manager, setup of the tables/chairs and normal custodial service. The last 30 minutes of your rental time slot must be used to clean up and gather your belongings. The hall must be fully vacated at your specified contract end time with no exceptions. If your event should go over the permitted time allowance or your guests are still in the facility, you will be charged additional fees. No one can be in this facility after 1:00am for any reason and with no exceptions. Please be aware that OCCASIONS EVENT HALL is not responsible for any personal items left behind. Any such items will be discarded.

The Person or Group and their invitees using this facility agree to hold harmless, Occasions Event Hall, its Owner, Agents or Employees, from all claims, damages, causes of actions, suits and demands of whatever nature, including attorney's fees and court costs arising from bodily injury, property damage, sickness, disease, or death connected with the use of this facility. Persons who are disrespectful to our facility, its policies or Staff will not be allowed to use Occasions Event Hall in the future.

Applicant Signature

Print Name

Date

Email: occasionseventhall@yahoo.com
Web: www.occasionseventhall.com