

# Cusseta Event Center Rental Agreement

Phone #: 334-756-0328

This is a Rental Agreement between Cusseta Event center and \_\_\_\_\_

## Terms and Conditions Reservations

### Reservations

- In order for an event to be guaranteed, Cusseta Event Center must receive 50% of the rental fee, which is due when the client signs this agreement. The remainder of your fee is due two weeks prior to the event.
- Total amount plus \$200 security deposit due at signing if renting CEC within 2 weeks of scheduled event.

Date Due: \_\_\_\_\_

### Hours of Operation

8:00 AM to 12:00 AM Eastern

Events may not last beyond 12:00 a.m. without prior approval from Cusseta Event Center staff. This 12:00 a.m. deadline includes cleanup time. The CLIENT will be charged \$50.00 per hour if the Event and/or cleanup time exceeds 12:00 a.m. 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 in order for CLIENT to complete clean up 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. Cusseta Event Center is not responsible for any damage or theft of any items left by the CLIENT or any guest attending the CLIENT's Event. CLIENT is responsible to secure the building upon conclusion of event making sure all doors are locked.

### Services Provided

- **CEC:** The Staff member will open the Facility and provide information and directions as needed. The Staff member will not be available to serve or decorate and will not be involved in the Event.
- **Client:** The CLIENT will be responsible for locking up the entire facility when the Event is finished.
- **Deep Cleaning:** Cusseta Event Center will perform deep cleaning, such as mopping and vacuuming. CLIENT must remove anything brought in by self and guests or hired vendors. Client must sweep, wipe down tables, wash any used dishes and put everything back to where it came from.
- **Parking:** There is no cost for parking in the area surrounding Cusseta Event Center. Please park to the left side of the building (facing rental center). Please do not park in front of the Heart of the south and do not block the back drive. Only one car may park in the back of the building.

## Amenities

- Outdoor Grill and Propane Double Eye Cooker
- Karaoke Machine
- Stage for Band
- Pool Table
- Pin Ball
- Air Hockey
- Small Kitchen area
- Ice machine
- Bar (stock provided by client at client expense)
- Separate restrooms for Men and Women

## Kitchen Usage

The kitchen is available for you to use. This kitchen has a refrigerator, a sink, and counter top space. Icemaker is located in the kitchen. Outside grill and propane double eye cooker will also be available for usage. No children under the age of 14 allowed in kitchen area. If anything is stolen or damaged in the kitchen area, some or all of security deposit will be non-refundable. Please take care of our items as you would take care of yours.

Kitchen will be used

Kitchen will not be used

\_\_\_\_\_ CLIENT Initials

## Decorations

Decorations may not be fastened to the walls with thumbtacks, nails, or staples. Masking tape is permitted but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or non-flammable holder. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited in the entertainment rooms and/or on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the Facility. 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 Cusseta Event Center staff. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit.

Client will be in charge of decorating and removal of all decorations

Cusseta Event Center will be in charge of removal of all decorations and clean up. (**Additional \$100 charge will apply**)

\_\_\_\_\_ CLIENT Initials

## **Food**

All food must be prepared by, brought onto the premises, and served by CLIENT or a licensed, CEC approved caterer that is designated by the CLIENT. CLIENT or their caterer shall coordinate with Cusseta Event Center Employee two (2) days in advance in order to confirm catering staff arrival time. A minimum of one (1) catering staff person is required to be on duty at all times during the catered Event. Cusseta Event Center will not provide any serving materials.

Client will be in charge of catering the Event

Event will not be catered \_\_\_\_\_ CLIENT Initials

## **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.
- Cusseta Event Center will not be responsible for items left behind, before, during or after an Event.
- Cusseta Event Center staff may enter any of the rented premises at any time on any occasion.
- Cusseta Event Center reserves the right to take photographs of rental Events for its own records and for use in future.
- CLIENT must make sure that the number of guest does not over-exceed the stated amount. (95 persons max)
- Damage to Building. In cases where property has been damaged or abused beyond normal wear, CLIENT will be billed for all damages and additional cleanup.
- All cooking of food is to be done outside on the grill or double eye gas burner.
- Security cameras and audio is recording at all times.

## **Fees and Charges**

### **Payment Policy**

- A fifty percent (50%) deposit of the room rental fee is due at the time the CLIENT enters into this Agreement. This is required as an initial deposit. The remaining balance of total cost & refundable damage deposit is due no more than 14 days prior to the event.
- A Fifty dollar charge will be added for every extended hour past the agreed upon time period of the event.
- NO CHECKS! We accept Master Card, Visa, money orders, certified checks.
- \*Initial deposit = 50% of room rental.
- If within two weeks of event the total will be due in full + \$200 security deposit when the agreement is signed.

Client agrees to these payment terms.

\_\_\_\_\_ CLIENT Initials

## **Cancellation Policy**

- CLIENT must provide a dated, written request for cancellation.
- Upon cancellation by CLIENT the following fee schedule will apply:
  - 72 hours after signing contract: \$100 administration fee deducted
  - 90 days prior to event: One quarter (25%) of initial deposit nonrefundable
  - 60 days prior to event: One half (50%) of initial deposit nonrefundable
  - 30 days prior to event: Total (100%) of initial deposit nonrefundable
- No refunds will be made when the event is canceled by Cusseta Event Center due to the CLIENT's noncompliance with terms and conditions.

Client agrees to event center cancellation policy.

\_\_\_\_\_CLIENT Initials

## **Clean-Up Responsibilities**

- Clean up is the CLIENT's responsibility. CLIENT is expected to provide sufficient supervision to minimize spillage of food and beverages on the Facility floors during the rental event. Any spills are to be cleaned up by client and reported to CEC if spills occur on carpet.
- Any CLIENT leaving excessive trash in the rooms, kitchen, restrooms, and/or outside of doors is subject to additional charges. All or a portion of the security deposit will be withheld if the Facility is not adequately cleaned, or if damage occurs.
- CLIENT must finish the cleanup no later than the time the CLIENT has identified as the ending time for his/her event. The CLIENT is responsible for the following cleaning duties:
  - All tables must be cleared of all items such as table linens, dishes, decorations, etc. and wiped down.
  - All trash must be placed in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken to the dump behind the building. Cusseta Event Center will provide additional trash liners if needed.
  - All decorations must be taken down and removed from the Facility.
  - CLIENT is responsible for all kitchen cleanups. The kitchen area must be thoroughly cleansed and returned to its original level of cleanliness. This includes all work areas, refrigerators, sinks and floors.
  - Clean-up fee: \$100 additional charge if not cleaned correctly
  - If you want CEC to clean up there will be a charge of \$100

Cusseta Event Center will be in charge of clean up (additional \$100 charge)

Client will be in charge of clean up

\_\_\_\_\_CLIENT Initials

## Security

- Cusseta Event Center recommends a security staff for events in which size, program and/or nature of the program indicate such needs (such as alcohol). The client will arrange for security and to be paid for by the CLIENT.
- The security recommendation will be one security guard for events that contain 75 people or more in attendance. The price for security will be determined by security given and arranged by CLIENT.
- When applicable, Cusseta Event Center may require adult chaperones for youth activities. A list of chaperones must be submitted to Cusseta Event Center ten (10) days prior to the event, including their addresses and phone numbers. One adult per 20 children under the age of 21 is mandatory.

## Smoking

Smoking is not allowed inside Cusseta Event Center. Cusseta Event Center will provide adequate smoking containers for use outdoors as needed. If smoke is detected inside the building the security deposit will be non-refundable.

## Alcoholic Beverage Policy

Cusseta Event Center shall abide by all laws of the State of Alabama concerning the use and serving of alcohol. Each CLIENT wishing to have alcohol at their event must abide by the following regulations regarding alcohol use in Cusseta Event Center facilities.

- Alcoholic beverages may be consumed without a permit **and** when there is no monetary exchange for the beverage and when there is no admission charge for the event.
- In the case of monetary exchange for alcohol, a liquor licensed caterer and/or bartender is required. Please note that the caterer's insurance only covers the alcoholic beverages, not Cusseta Event Center. Necessary licenses to serve or sell alcohol will be obtained and a copy will be required by CEC.
- There is a non-stocked bar for client use. Bar must be cleaned after use. All alcohol must be removed after use. All blenders must be washed if used. CEC does not provide glassware for Bar.

Alcohol will be served

Alcohol will have monetary exchange \_\_\_\_\_ Copy of Liquor license Provided

Alcohol will not be served \_\_\_\_\_ CLIENT Initials

## **Responsible Beverage Service Policies and Procedures**

Proof of Age will be required for anyone appearing to be 30 years of age or younger. Age identification must include date of birth, physical description, and photograph. Servers will confirm that the I.D. is that of the presenter.

At events of three (3) hours or longer, alcoholic beverages service will be stopped one (1) hour before the end of the event.

Guests or participants may NOT take any alcoholic beverages out of the building/event.

## **Summary of Pertinent Alabama State Laws**

It is illegal to give, serve, or sell alcoholic beverages to any person under age twenty-one (21). This law applies to parents and other family members of minors.

- Identification as evidence of age must be issued by a government agency (state or federal) (i.e. valid driver's license). Documents altered in any way are unacceptable.
- It is illegal to serve and/or sell alcoholic beverages to an obviously intoxicated person or to persons under the age of 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.
- One-day licensed alcohol servers/sellers must be 21 years of age or older.
- Beverage servers/sellers have the right to refuse service/sale to anyone who appears to be intoxicated or under age 21.

**Client acknowledges and understands the policies and procedures and State Law regarding alcoholic beverages:**

\_\_\_\_\_CLIENT Initials

## **Indemnification**

User agrees to defend, indemnify and hold harmless Cusseta Event Center and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by Cusseta Event Center or its employees, arising from CLIENT's acts or omissions under this Agreement or any act or omission of CLIENT's 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 Cusseta Event Center or its employees.

Cusseta Event Center 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 any damage to the Facility or equipment, which occurs through the CLIENT's meeting or event at the Facility

# Hours & Rates

8AM to 12 AM

Two Hours

- \$150
- \$200 Refundable Deposit

Time of Event \_\_\_\_\_

Four Hours

- \$300 Rental Fee
- \$200 Refundable Deposit

Time of Event \_\_\_\_\_

Six Hours

- \$450 Rental Fee
- \$200 Refundable Deposit

Time of Event \_\_\_\_\_

Eight Hours

- \$600 Rental Fee
- \$200 Refundable Deposit

Time of Event \_\_\_\_\_

10 Hours

- \$750 Rental Fee
- \$200 Refundable Deposit

Time of Event \_\_\_\_\_

12 Hours

- \$900 Rental Fee
- \$200 Refundable Deposit

Time of Event \_\_\_\_\_

All Day (16 Hours)

- \$1,150 Rental Fee
- \$200 Refundable Deposit

Time of Event \_\_\_\_\_

Additional Fees:

\$100 CEC clean up fee if applicable \_\_\_\_\_ Paid \_\_\_\_\_

Total \_\_\_\_\_

Initial Deposit \_\_\_\_\_ Paid \_\_\_\_\_

Remaining Balance \_\_\_\_\_ Due Date \_\_\_\_\_

Additional Information:

***By signing below, User acknowledges that he/she has read and agrees to all above terms and conditions.***

---

Client Signature

Date

---

Phone Number

2<sup>nd</sup> Phone Number

---

Cusseta Staff Member Signature

Date

\*Also CEC needs a copy of your driving license

**Thank you! We appreciate your business!**

**We hope you enjoy your event at CEC.**