

# EVENT/VENUE RENTAL AGREEMENT

## YOUR RENTAL

- Includes a maximum use of the facility as described in the RATES section of this contract. This contract is for \$400.00 for 6 hours. Additional set up and event time is available at an additional charge.
- Includes tables and chairs for up to 150 people.

## MAXIMUM OCCUPANCY

Maximum occupancy = 150

## RENTAL PERIOD & EVENT HOURS

Our venue is available for rent based on six (6) hours use of the facility. The actual event (including clean-up) must end no later than 1:00 a.m. Additional event hours can be secured at the rate of fifty dollars (\$50.00) per hour.

## ADDITIONAL TIME FOR SETUP, ROOM DECORATING, VENDORS, ETC.

If the renter or its vendors need additional time for set up, room decorating, etc. the renter may ask for access to the room beyond the contracted six (6) hours for an additional charge. Additional setup hours must be contiguous with event hours, i.e. additional set-up or breakdown time is only available for the hours immediately before or after the event and at BCAA's discretion. Additional set-up and breakdown time will be billed at the rate fifty dollars (\$50.00) per hour or portion thereof.

## DEPOSIT

A fifty dollar (\$50.00) deposit is required to reserve a date. Deposits and all other invoices may be paid by card, check, cash or money order.

## **PAYMENT SCHEDULE & POLICIES FOR EVENT SPACE**

- To reserve your event's day and time, you will pay a fifty dollar (\$50.00) deposit on the event space.
- One week prior to the event, you will pay 100% of the rental fee: four hundred dollars (\$400.00).
- You may pay online or via mail. All checks should be made out to:
  - BCAA  
482 Springhill Rd  
Maysville, NC 28555

## **CANCELLATION**

**Deposits will NOT be returned for cancellations!** BCAA reserves the right to cancel any event for which payment outlined above is not received by designated date. If a cancellation occurs due to failure to pay the event fee by the time required, any payment made toward billing for the event will be forfeited as liquidated damages. Said partial payment is in addition to the deposit, which shall also be retained as per that provision of this contract

## **GENERAL**

- Damages - The Responsible party/Renter will be liable for any damage caused by his/her guests. Any damages will result in forfeiture of the renter's deposit.
- Clean-up - The Responsible Party/Renter will provide adequate clean-up at completion of rental. If clean-up is not completed per "rental clean-up checklist, the renter's deposit will be forfeited.
- Conduct - The Responsible Party/Renter shall have all guests cooperate with the BCAA staff in regard to appropriate conduct and behavior. BCAA reserves the right to remove from the facility, any guest who does not comply with the directives of our staff.

## **CATERERS & FOOD**

- Caterers **WILL NOT** be allowed to cook food in the kitchen or use kitchen appliances. The use of the "prep-area" is permitted for quick food prep only.
- Caterers are required to remove all food, equipment, and belongings prior to the room rental end time.
- The Responsible Party/Renter will be held financially responsible for any and all damage caused by the caterer.
- The caterer is asked to thoroughly clean the "prep-area".

## **ALCOHOLIC BEVERAGES**

Alcoholic beverages are strictly prohibited on the premises.

## **FURNISHINGS**

Renters are responsible for furnishing set-up and break-down. The following are included in the leasing fee:

- Ten Round Tables – (60 inch diameter) Seats up to eight people per table
- Twelve Rectangular Tables – (30 Inch by 72 Inch ) Seats up to six people per table
- Four Rectangular Tables – (30 Inch by 96 Inch) Seats up to eight people per table
- Chairs- 150 white folding chairs

## **DECOR & USE RESTRICTIONS**

At no time is renter allowed on a ladder. If you need ladder work, you must notify BCAA in writing 2 weeks before your event. Smoking is NOT permitted in the building. You may not put holes in any walls. The affixing of anything to walls, floors, and ceiling with nails, staples, tape or any other substance is not permitted unless approved by BCAA management. Youth functions (under age 21) are required to have one adult chaperone (over age 21) per 10. Candles may be used only if the candles are in containers and the wick of the candle is at least two (2) inches from the top of the container. There is a limit of three (3) candles per table and one (1) candle per window. BCAA reserves the right to remove candles at their discretion. All items brought into the venue (e.g., personal items, decorations, props, etc.) must be removed immediately following the event. Items that are not removed will be disposed of by BCAA and the cost of such disposal will result in forfeiture of the renter's deposit.

## **OTHER RESTRICTIONS**

Renters **MAY NOT** use any audio/visual electronics/equipment owned by BCAA without prior approval.

## **HOLD HARMLESS**

You agree BCAA is not responsible for any items personal or otherwise brought into the event facility or in the facility's parking lots that are lost, stolen, damaged or otherwise lose value. Renter specifically waives and agrees to indemnify and hold harmless BCAA, its agents, employees and assigns, from any claims, loss or damage to any guests, vehicles or others as a result of the use of said event space, adjacent areas, parking lot and BCAA site or areas traversed to access said event space, unless said claim, loss or damage is the result of BCAA, its employees, or agents, direct intentional misconduct.

## **RATES**

MULTIPURPOSE ROOM/ BANQUET FACILITY	(6) Six Hours	\$400.00
EXTENDED EVENT OR PREP HOURS***		
Extended event hours or additional hours for set-up or clean-up	(1) One Hour	\$50.00
Outside Pavilion	All Day	\$75.00