

EVENT SPACE RENTAL AGREEMENT AND CONTRACT



Thank you for choosing to host your event with us The Hub! We strive to provide you with professional planning knowledge that will create an unforgettable event for you and your guests. Please take the time to read through the information below, and feel free to contact us should you have any additional questions.

Event name: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Single Event or multiple days/nights: \_\_\_\_\_

Venue: Hub Central \_\_\_\_\_ Fireside \_\_\_\_\_ Patio \_\_\_\_\_

Client/Corporation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Event date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

NOTE: rental time is based on six (6) hours, which is inclusive of load-in and load-out. Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 6 hours.

Event area must be released at the expiration of the contracted rental time.

Should guest wish to extend the reservation, the manager on duty must give verbal approval, and additional fees WILL apply.

RESERVATION & DEPOSIT

Reservations are accepted up to one year prior to your event date. Reservations are tentative and therefore may be cancelled by The Hub at any time until a signed terms & conditions form and deposit are received. A non-refundable deposit equal to the venue fees is due at the time the reservation is made. Deposits are applied to the balance, and the entire balance is due on the event date.

Host/Renter Initials: \_\_\_\_\_

ARRANGEMENTS & AGREEMENTS

All arrangements must be made in writing between The Hub and Event host. Any verbal changes or revisions will not be guaranteed until the Banquet Event Order is updated, revised and signed. Any change to the Banquet Event Order will be accepted via email; only after confirmation with the Host that the email was received.

Host/Renter Initials: \_\_\_\_\_

CANCELLATION POLICY

The venue fee is non-refundable. In the event that the Host cancels their event prior to the initial arrival date of the event, The Hub will necessarily incur damages including, but not limited to, turning away other group events and the revenue associated with those events. Cancellation of your event results in forfeiture of the venue fee total.

**Host/Renter Initials:** \_\_\_\_\_

EVENT DECOR

The Hub wants to make every event here a special and welcome experience. Every effort will be made to allow each host to prepare decorations reflecting their creative requirements. We ask that only the staff of The Hub rearrange and move any furnishings, including, but not limited to, artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items are to be used on our walls or floors. No glitter or confetti is allowed on site. All décor to include banners and signs must be approved by the General Manager prior to the function. Most standard decorations are allowed, however, we do not allow the use of tape, tacks, nails, confetti, glitter, silly string, or small particle items. If decorations or other items are left behind, The Hub will not be responsible for these items. Any all damage indoor and outdoor will be charged after your event. **Host/Renter Initials:** \_\_\_\_\_

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Host agrees to inform and guarantee that all guests conduct themselves in an orderly manner in full compliance with applicable laws, regulations, and Catering Policies. Host assumes full responsibility for the conduct of all persons in attendance at the event. Host also assumes responsibility for all damages made to any part of the venue during the rental time of the event. All damages will be billed to the Host for the replacement cost, plus labor.

**Host/Renter Initials:** \_\_\_\_\_

ENTERTAINMENT

The Hub encourages music and lots of dancing! However, please be aware that the premises are located near a restaurant therefore noise regulations do apply. In the event that renter’s event creates a disturbance due to high noise volume, The Hub’s onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created the renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter. **Host/Renter Initials:** \_\_\_\_\_

RENTAL EQUIPMENT REMOVAL

All rental equipment must be removed immediately following your event.

**Host/Renter Initials:** \_\_\_\_\_

CATERING, BEVERAGE & ALCOHOL

All food and beverage is to be provided by Ricardo’s Italiano LLC (herein referred to as Ricardo’s, unless otherwise agreed. If Bar Services (which includes the serving of alcohol) are requested for the Event, Licensor shall have the exclusive right to provide those services. No other outside food or beverage is allowed on the premises without prior permission. Any alcohol-related problems or disturbances which are not satisfactorily resolved will result in the immediate forfeiture of the entire amount and early closure of the event/revocation of the license. Alcoholic beverages are allowed in rooms located in the Event Space may only be consumed during Event hours. Alcohol may not be consumed in restrooms, parking lots or any area outside of the Event Space. Bar service will cease at least 30 minutes prior to the scheduled conclusion of the event. No one under the age of 21 will be served alcohol. Any guest providing alcohol to a minor (under the age of 21) will be required to leave the grounds immediately.

**Host/Renter Initials:** \_\_\_\_\_

INDEMNIFICATION

Host hereby agrees to indemnify, defend, and hold harmless The Hub and its employees and agents, against all claims for loss, injury or damage to person or property, government charges, citations or fines, and all costs, including court costs and reasonable attorney’s fee, arising out of or in connection with the function, including but not limited to the installation, maintenance, and removal of decorations and other personal property used for the function by Host, the entertainment for the function provided by Host, and the use of premises by Host or any guest or agent of Host or independent contractor hired by Host.

**Host/Renter Initials:** \_\_\_\_\_

PARKING

All vehicles parked on The Hub at Lacey campus may only park in designated parking areas. Vehicles improperly parked may be ticketed and/or impounded at the vehicle owner’s expense.

**Host/Renter Initials & Date:** \_\_\_\_\_

EVENT INSURANCE

Host must provide to Event Date Certificate of Insurance at least ten (10) days prior to the event from a reputable insurance carrier for commercial general liability insurance with minimum amounts of \$1,000,000 combined single limit per occurrence for personal injury liability, bodily injury and property damage liability. In the event that the Host requests that alcohol be served at the Event, the Certificate of Insurance shall include liquor liability coverage. The Certificate of Insurance shall name both Ricardo’s Italiano LLC & DM Ventures Woodland, LLC as additional insured parties. Failure to provide certification of insurance when due will result in the evocation of the License and forfeiture of the entire deposit.

**Host/Renter Initials & Date:** \_\_\_\_\_

COMPLIANCE WITH CITY, COUNTY, STATE AND FEDEARL LAWS

Host agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, No exceptions. Host shall not sell alcohol on premises at any time. Host may not serve alcohol to minors on the premises at any time. Host agrees, for everyone’s safety, to ensure alcoholic beverages are consumed in a responsible manner. The Hub and Ricardo’s reserve the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of The Hub or the safety of its staff, guests, or building contents.

**Host/Renter Initials & Date:** \_\_\_\_\_

ACCEPTANCE

If all arrangements of this Event Space Rental Agreement and Banquet Event Order meet your approval, please initial all areas required, sign and return to The Hub representative.

Host Print Name: \_\_\_\_\_

Host Signature: \_\_\_\_\_

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

The Hub Representative Print Name: \_\_\_\_\_

The Hub Representative Signature: \_\_\_\_\_

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