

# VHCC Hall Rental Contract

Contact for VHCC Event Rentals:

**George Bruns:** [gbruns8784@aol.com](mailto:gbruns8784@aol.com)

859-512-9174

This contract is made effective as of \_\_\_\_/\_\_\_\_/\_\_\_\_ by and between the Villa Hills Civic Club ("VHCC") located at 729 Rogers Road, Villa Hills KY and \_\_\_\_\_ (client). The client represents that they desire to hold a special event or wedding on \_\_\_\_/\_\_\_\_/\_\_\_\_ at the VHCC.

The start time of the event will be \_\_\_\_:\_\_\_\_ PM

The ending time of the event will be \_\_\_\_:\_\_\_\_ AM/PM (events may not go beyond midnight on the day of the event)

Therefore, the parties agree to the following

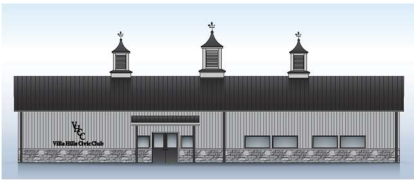
## 1. VHCC RENTAL FEES

- The client agrees to pay a nonrefundable retainer of 25% of the total cost. This retainer is for the use of the VHCC for the specified date of the event and is payable at the time of the contract's signing. In the event of a cancellation this deposit is non-refundable. If for any reason the VHCC is unable to fulfill its contractual obligations under this contract, the entire deposit will be refunded with not further penalties or liabilities. The total, package details and payments will be reflected in the Rental Agreement section.
- The remaining amount owed must be paid in full 30 days prior to Event date.

## 2. DAMAGE & CLEANUP

- The client agrees to make a deposit of \$75.00 due 30 days prior to the event, refundable to the client up to 2 weeks after the event date once the property has been inspected for cleaning and any damage from the event.
  - **Damage & Repair:** Any repairs or replacement needed as a result of the event may be deducted from the deposit. Any damages exceeding \$75.00 are the responsibility of the client. Any guests of the client's event causing damage to any item belonging to the VHCC, inside and outside, its attachments, properties, furniture, and electronic equipment will be reimbursed with the deposit. Any excess will be paid by the client.
  - **Cleaning:** Cleaning must be done immediately following the event.
  - Failure to abide with any one or all of the following may result in a partial or full deduction of the \$75.00 deposit:
    - All tables used outside and inside the VHCC must be cleaned off.
    - Any additional folding tables used from storage must be cleaned and put back into storage.
    - All garbage must be put into trash receptacles and/or dumpster located outside. Under no circumstances should any garbage be left behind inside or outside the VHCC and its surrounding property. This includes any cigar/cigarette butts discarded in designated smoking areas. They must be fully extinguished and properly disposed of.
    - Any decorations must be taken down and disposed of or removed from the property.
    - Any leftover food must be taken from the VHCC or disposed of properly. No leftovers should be left behind on any tables, freezers or refrigerators.
    - Any VHCC dishes, pots, pans, kitchen ware, etc. used must be washed, dried and properly put away
    - If any food is served at the event, the floor must be swept

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# VHCC Hall Rental Contract

## 3. DATE CHANGES

- Event dates may be rescheduled MORE THAN 6 MONTHS PRIOR TO THE EVENT ONLY with no penalty if the newly requested date is open. Any dates rescheduled less than 3 months prior to the event will be subject to a \$50 rescheduling fee and only if the newly requested date is open

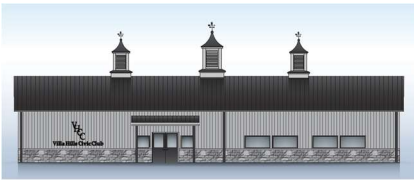
## 4. UNFORSEEN EVENTS

- The client cannot hold the VHCC responsible for failure to provide the event venue due to emergencies, catastrophes or interruption in necessary public utilities. If any such event or an “act of God” were to occur preventing the event from taking place as scheduled, the event may be rescheduled, pending availability, with no penalty. A cancellation and full refund of prior payments made would also be offered in these circumstances. (This covers both VHCC & the Client)

## 5. RULES AND REGULATIONS

- The following is a list of rules and regulations to be upheld by the client, which includes all event attendees, planners, coordinators and vendors who are involved in the planning and execution the event. Failure to adhere to the following rules will result in a deduction of the damage deposit and further charges if the costs of violation exceeds the deposit.
  - All events must end by designated time in this agreement, but no later than Midnight on the date of the event.
  - The client must understand that the VHCC shall not be closed to other VHCC Members during the event
  - The client attest that they are 25 or older
  - The client must be a current member of the VHCC in good standing. If not a current member, then the client must purchase a current year membership at the time this Contract is signed.
  - Leave the property as you found it
  - No outside drinks/coolers allowed; drinks must be purchased at the VHCC bar
  - No silly string, pyrotechnics or explosive devices are allowed
  - No weapons are allowed on the property
  - No pets allowed inside the VHCC building. They are allowed in the pavilion and surrounding property as long as they are on a leash. Waste must be picked up and properly disposed of
  - Usage of Tobacco products and vapes is strictly prohibited unless done in designated locations outside of the building. This includes dips and chewing tobacco.
  - All original items belonging to the VHCC moved during the event must be returned to their original locations.
  - All decorations must be installed and removed without leaving any damages

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## 6. DECORATING, FOOD AND CATERING

- Allow appropriate time for setup, breakdown, and cleanup.
- The club is available for event setup on the date of the events as follows:
  - Monday – Saturday after 2:00 P.M.
  - Sunday after 3:00 P.M.
  - IF setup is needed prior to the above hours, then a \$15per hour fee will be added; with a minimum of 1 hour.
- All trash must be disposed of in trash receptacles or dumpster at the conclusion of the event.
- All caterers/vendors must adhere to the terms of our guidelines as described in this contract and it is the client's responsibility to share these guidelines with them.

## 7. ALCOHOL

- The client accepts, as the host of the event, the responsibility for the proper and lawful consumption of alcoholic beverages at the VHCC and its surrounding property during the duration of the event. The client agrees and warrants that there shall be no consumption of any alcohol by persons less than 21 years of age. Upon signing this contract the client agrees to indemnify and hold harmless the VHCC and its employees from any damages, costs or expenses which may arise in a result of consumption of alcoholic beverages by the client or any of the client's guests. Additionally, the VHCC bartender(s) working during the event have the overall right to refuse service to anyone they believe has over consumed alcohol.

## 8. COURTESY PROTOCOL

- Bartenders, employees or VHCC board members reserve the right to request any attendee or group of attendees acting unruly and contrary to rental agreements, including the rules and regulations, to leave the premises/property.

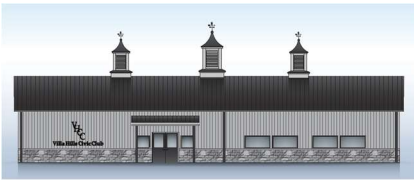
## 9. LIABILITY

The client agrees to indemnify and hold the VHCC, its officers, members and employees harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporations, property on our about the VHCC property resulting from any act done, or omission by or through the client, vendors, caterers or attendees at the event by reason of clients use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the client or client's guests, whether intentional or negligent, which occur during the use. The VHCC is not responsible for any personal property or equipment brought onto the property by the client, their vendors, caters or guests. Client agrees to provide a **Certificate of Insurance** evidencing at least \$1,000,000 personal liability coverage to include host liquor liability with effective dates that cover the duration of the event. This certificate shall be provided no less than 30 days prior to the event date and list Villa Hills Civic Club as the Certificate Holder.

## 10. AGREEMENT BY SIGNATURE

- Signatures/initialing indicates the client agrees to all terms and conditions herein.

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# VHCC Hall Rental Contract

## RENTAL CONTRACT

Reservation Process:

This rental contract must be signed, all pages initialed and signed as well as appropriate deposits as well as Certificate of Insurance to confirm rental of the VHCC.

DATE & TIME OF EVENT: \_\_\_\_\_ EST. TOTAL NUMBER OF GUESTS \_\_\_\_\_

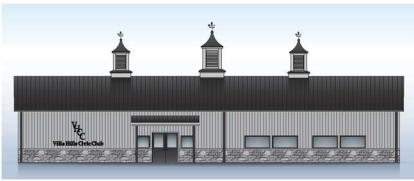
EVENT NAME/TYPE: \_\_\_\_\_

CLIENT/CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RENTAL TYPE		CHOICE & COST
<b>EVENT Options: Monday thru Thursday OR Friday thru Sunday</b>		
VHCC Hall/Enclosed Building including Pavilion/Shelter	\$400 M-T OR \$500 F-S-S	
VHCC Hall/Enclosed Building Only (No Pavilion/Shelter)	\$300 M-T OR \$350 F-S-S	
Pavilion/Shelter Only	\$100 M-T OR \$150 F-S-S	
2 <sup>nd</sup> Bartender (if needed or required)	\$50 M-T OR \$75 F-S-S	
<b>SPECIAL EVENT NOTES</b>		
WAKE/Funerals are at no cost (donations accepted)		
HOF at no cost (donations accepted)		
VHCC Board has option to one free rental per fiscal year (must pay for all drinks + tips)		
<b>ALCOHOL/DRINKS</b>		
½ Keg of Beer (Bud Light/Miller Lite)	\$TBD/\$200	
¼ Keg of Beer (Bud Light/Miller Lite)	\$TBD/\$125	
Special Order Beer: _____	\$ _____	
Mixed Drinks/Wine	As posted at bar	
Cash Bar (Attendees pay for their own drinks)	\$0.00	
Cleanup/Damage Deposit	\$75	\$75
Additional Setup Hours: # of Hours Needed _____ @ \$15 per hour		
VHCC Contract Year Membership	\$50	
<b>TOTAL:</b>		
<b>25% of Total:</b>		
(Due At Event Reservation Contract Signing)		
<b>Remaining Balance:</b>		
(30 day prior to Event date)		

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## VHCC Hall Rental Contract

**VHCC Official Use Only**

**Retainer Payment Type (select one):** Check\_\_\_\_ Credit Card\_\_\_\_ Cash\_\_\_\_

**Payment Received by**\_\_\_\_\_ **Date**\_\_\_\_/\_\_\_\_/\_\_\_\_ **Check #**\_\_\_\_\_

The client and the Villa Hills Civic Club agrees to the terms, conditions, rules and regulations set forth in this agreement. By signing this, the client agrees that they are, or have completed the required membership to the Villa Hills Civic Club and are in good standing as of this date. The client agrees to abide by all rules and regulations outlined in the Villa Hills Civic Club Bylaws. The client understands that the Villa Hills Civic Club shall not be closed to other Villa Hills Civic Club Members during the event. Additionally, the client agrees that under no circumstances are the event attendees permitted to bring in beverages of any kind into the VHCC or on the property during the event. Violation of this policy will result in the attendee being asked to leave the property or immediate termination of the event with no refund.

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_

Client Address (to mail back deposit): \_\_\_\_\_

Villa Hills Civic Club Board of Director Name: \_\_\_\_\_

Villa Hills Civic Club Board Of Director Signature: \_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_

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