

EVENT CONTRACT



Reservations: A non-refundable 50% deposit, this form and credit card authorization is required to reserve your event date. The deposit will be credited toward your final balance.

Payment: All remaining payments are due 10 days before the event. A meeting is required 10 days before the event date. At this time a finalized invoice will be created. The remaining balance will be due 7 days prior to the event date. Payments made three or more days after the due date will receive a late fee. In the event of a cancellation, all payments made prior to the cancellation will NOT be refunded.

Payment Methods: Payment will be accepted in the form of Cash, Personal Checks, Cashier's Check, Money Orders, Visa, MasterCard, American Express and Discover. A 3.5% fee for credit cards applies.

334 Main Event coordinator: 334 Main Event coordinator is available during the event as an additional charged service. During the planning meeting, it will be determined if/when an on site coordinator will be required for the event.

Finalized Information: A final guest count, vendor list and certificates of insurance, layout, timeline and other details must be communicated with 334 Main Event no later than 10 days prior to the event date. At that time, a final balance will be determined and payment must be made no later than 10 days before the event.

Performance & Liability: 334 Main Event is not liable to perform this contract in the event of strikes, fire, flood, failure of power, failure of heat or air conditioning, act of God or any causes beyond our reasonable control. Any prepaid amount may be credited toward a future scheduled event date.

Rescheduling: An event is considered booked once a deposit is received. A change of date after the deposit is received is considered rescheduling. In this case, an additional 50% deposit is required to secure the new date. The original 50% deposit as well as the 50% deposit to reschedule will both be applied to the final bill. Circumstances such as an unforeseen tragedy will be determined on a case by case basis.

Government Restriction: In the event that the government temporarily shuts down 334 Main Event facilities during the time of your scheduled event, all payments made to date may be transferred to a new date. Peak Season Restrictions will be determined on a case by case basis.

Cancellation: Cancellation of an event will result in a forfeit of the initial 50% deposit.

Alcoholic Beverages/Cannabis/Vaping/Drugs: State laws prohibit serving any alcoholic beverage to any person appearing intoxicated or without prior age identification. Absolutely no outside alcoholic beverages (other than preapproved within the confines of this contract) will be allowed in or on property, including in coolers, flasks, etc. All unauthorized alcohol will be confiscated. Any event hosts or guests violating this policy may be asked to leave, the event may be shut down and authorities may be called. Usage of cannabis, vapes, tobacco, or any federally prohibited drug is not allowed on the premises. Any event hosts or guests violating this policy may be asked to leave, the event may be shut down and authorities may be called.

Final Numbers: A final guest count and event details must be communicated to the event coordinator not less than 10 days prior to the event date. The payment for the final balance is due at this time.

Set Up on Event Day: On the day of your event, you and your vendors will have access to the space the morning of your event, beginning no earlier than 8:00am. Specific set up time will be determined individually with each event host during the planning meeting. Vendors are required to bring their own equipment, including table(s) and chairs. 334 Main Event is not responsible for any vendor or host belongings if they are stolen or damaged. All items supplied from Vendors and the event host must be off the premises within the timelines specified in the contract (30-60 minutes after the conclusion of the event) unless otherwise discussed with the 334 Main Event coordinator. For any specialty chairs rented from an outside Vendor there will be a fee applied to the host for removal of the 334 Main Event chairs from the event space. ONCE THE 10 DAY MEETING WITH EVENT COORDINATOR HAS TAKEN PLACE THERE WILL BE NO CHANGES ON SET UP/LAYOUT.

Duration of Event: Use of the venue beyond the allocated rental time is subject to additional fees of \$100 for every 30 minutes past the scheduled end times.

Décor: All decorations must be approved by the event coordinator. Event hosts may hire a professional decorating service or decorate the venue themselves. 334 Main Event is not responsible for decorating or decorations and will not accept responsibility for storing, moving or delivering any personal supplies, decorations, rental equipment or any outside vendor item prior to, during or after the event. In addition, 334 Main Event is not responsible for the damage or loss of any of the above-listed items. All such items must be removed from the event space no later than the time specified in the contract after the conclusion of the event. Candles are allowed but must be in a glass container or enclosure. Candlesticks without a glass enclosure are NOT permitted. Glitter, including balloons with glitter or confetti inserted, confetti, rice, beads, popcorn, rocks, rose petals, sparklers and any items that may damage or destroy the facility or property are prohibited. There can be no tacks, nails, screws, or command strips on the walls. There will be a \$200 fee for any day of set up changes.

Use of the Kitchen: 334 Main Event has a full kitchen available as an additional charged service. The kitchen must be left clean after your rental. This includes the stove top, the oven, all counters, sinks, floors etc. Refrigerator/coolers must be left clean and all food must be removed at the end of the event. Failure to leave the kitchen properly cleaned will result in the assessment of a professional cleaning fee to be determined by the cleaning professional.

Damages During Event Hours: Any damages incurred during the event by guests will be the responsibility of and paid for within seven calendar days by the event hosts. A credit card must be kept on file and 334 Main Event reserves the right to charge the cost of damages to the credit card being held after written notice to the cardholder
Arbitration: In the event of a dispute, both parties agree to arbitration.....

Comprehensive Agreement: This document is the full agreement of the parties; anything discussed verbally is not a part of the agreement if not in writing; no changes will be made unless through a written amendment signed by both parties.

Insurance Requirement: The host agrees to carry and provide

Event Name: _____ Event Date: _____
Type of Event: _____
Event Host Name: _____
Email Address: _____ Phone: _____
Address: _____
City: _____ MI: _____ Zip Code: _____
Event Host Name: _____
Email Address: _____ Phone: _____
Address: _____
City: _____ MI: _____ Zip Code: _____
Estimated Guest Count: _____ Start Time: _____ End Time: _____

Total Due: _____
50% Deposit Due: _____ Date: _____
Balance Due: _____ Date: _____

I have read and agree to abide by the policies set by 334 Main Event as listed in this contract and the package I received.

Event Host Signature: _____ Date: _____
Event Host Signature: _____ Date: _____
334 Main Event Representative
Signature: _____ Date: _____

CREDIT CARD AUTHORIZATION FORM

Name on Card: _____
Address: _____
Card Type: _____
Card Number: _____
Expiration Date: _____ CVC: _____

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I authorize 334 Main Event to use the above credit card information to charge for any damages incurred. I understand that my card will be kept on file until my event is completed. I authorize 334 Main Event, Halabicky Main Street Center, LLC to process the 50% deposit with the credit card noted above. YES _____ NO _____

Cardholder Signature: _____
Date: _____