



## GENERAL INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ 2nd Phone: \_\_\_\_\_  
 Date of Rental: \_\_\_\_\_ Number of Guest: \_\_\_\_\_  
 Hours: \_\_\_\_\_ to \_\_\_\_\_ M/F Day \_\_\_\_\_ M/TH Eve \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_  
 Total Estimated Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Check#: \_\_\_\_\_ Date: \_\_\_\_\_

### Hall Rental Agreement

#### Section 1: General Guidelines

- 1) Venue rentals come with an event time of 5 hours unless specified otherwise. Additional hours are available for a charge of \$400/hour.
- 2) The "Renter", group or organization agrees to abide by all applicable laws, rules, and/or regulations. Downtown Toledo Event Center may not be used for any discriminatory practices prescribed by Federal, State, and City law, ordinance, rules and/or regulations. The "Renter" understands if it is found that the facility is being utilized for any illegal activity, the use of the facility is terminated and any payments made to Downtown Toledo Event Center will be forfeited and any balance will be due immediately.
- 3) All sales are subject to an 18% service charge and applicable local sales tax, unless a tax exempt paperwork can be provided at the time of contract signing.
- 4) Smoking is prohibited throughout the facility and those that do not abide will be subject to leaving the premises and/or additional fees charged to "Renter".
- 5) Excessive Cleaning Fee will be charged if the cleanup exceeds the normal 2 1/2 hours: \$50/hour per person.

#### Section 2: Deposits and Payments

- 1) A mandatory \$500 deposit is due at the signing of this contract. Any event date less than 6 months away, a required \$1000. Any and all deposits are non-refundable in order to "save the date".
- 2) 9 Months Prior a \$1000 payment must be made towards balance. This is also non-refundable.
- 3) 6 Months Prior a \$1000 payment must be made towards balance. This is also non-refundable.
- 4) Final Guest count to be provided by the "Renter" to Downtown Toledo Event Center no later than 14 days prior to event to avoid a service charge of \$25.
- 5) Final payment due no later than 10 days prior to the event date.
- 6) Payment Options: Check, Money Orders, Cash, or Credit Card. Credit Card payments are subject to a 4% processing fee. All checks/money orders payable to Downtown Toledo Event Center, LLC. If mailing check, please mail to P.O. Box 1090, Maumee, Ohio 43537. Any mailed check must be received no later than 10 days prior to contracted event date. If a collected check is returned then it will result in a \$30 returned check fee to the "Renter".

#### Section 3: Cancellations

- 1) All cancellations must be submitted in writing by a certified letter.

- 2) Cancellations received within 30 days of contracted event Date will have no payments that have been made towards the event refunded back to the "Renter".

#### **Section 4: Liability/Damages**

- 1) The undersigned "Renter" is responsible for their own property and of the property of their guest and understands that Downtown Toledo Event Center and the management/staff are NOT responsible for any lost, stolen or damaged property during the execution of this agreement.
- 2) Downtown Toledo Event Center reserved the right to inspect and control all private functions. The "Renter" is responsible for the conduct of the attendees for the contracted event.
- 3) Downtown Toledo Event Center will not assume damages or loss of any merchandise or articles left in the facility prior to or post the contracted event. Arrangements for the security of merchandise, articles or products set up for display can be made prior to the event.
- 4) The "Renter" agrees to HOLD HARMLESS Downtown Toledo Event Center, and its trustees for ANY damages to personal property, or personal injuries that may be sustained by the undersigned "Renter" to guest of the undersigned during activities related to, or the execution of the event covered in this contract.

#### **Section 5: Vendors**

- 1) All outside vendors must be approved by Downtown Toledo Event Center.
- 2) All outside vendors must abide by all Federal, State, and Local laws, rules and regulations.
- 3) All vendors are to use side Perry St. entrance door for loading and unloading. Access not given at additional doors.
- 4) All vendors are responsible for providing their own electrical cords and tape. Also must tape down cords for safety of all guests.
- 5) Downtown Toledo Event Center reserves the right prior and during the execution of contracted event to control the quality, style, and volume of any entertainment booked by clients.
- 6) All outside vendors are subject to an Equipment Use Fee of \$200 if they expect to use the facility's house audio/visual system.

#### **Section 6: Miscellaneous Policies**

- 1) The undersigned "Renter" MUST be 21 years of age to enter into this agreement or this agreement is void and all funds exchanged will not be refunded.
- 2) Parking for attendees of stated event at Downtown Toledo Event Center is limited to the available parking lots. Parking can never be guaranteed. Any violations of the Lucas County parking laws are the responsibility of the undersigned "Renter".
- 3) Downtown Toledo Event Center Management must approve decorations or other special requests that impede or attach to the facility. Any decorations left at the facility will be discarded.
- 4) All candles are required to have glass shields or hurricane lamps. No open flames allowed.
- 5) All decorations provided by the "Renter" are to be removed from the facility immediately following the event.
- 6) If Downtown Toledo Event Center is providing linens (including but not limited too: table clothes, chair covers, chair sashes, table runners, and overlays) then final order details need to be provided to Downtown Toledo Event Center 30 days prior to the event.
- 7) If "Renter" contracts to use backstage Audio/Visual Screen then they are subject to a fee of \$250.

**Section 7: Special Conditions**

- 1) Special requests can be arranged through an event specialist or event manager. Additional charges may apply for certain requests.
- 2) The Final Guest Count is the minimum charged and cannot be decreased. Additional guest attendance will be charged accordingly. Payment for additional guests to be made in full before ending event time day of the contracted event.
- 3) Menu prices are subject to change due to market pricing. All menu prices are subject to an increase up to, but no more than 10%.
- 4) The following are any special conditions that are not covered on our standard agreement are listed below-

**Section 8: Alcohol/Bar Services**

- 1) STATE LAW PROHIBITS SERVING OR CONSUMING ANY ALCOHOL NOT PROVIDED BY DOWNTOWN TOLEDO EVENT CENTER.
- 2) STATE LAW PROHIBITS SERVING OR CONSUMING ANY ALCOHOL THAT HAS BEEN PROVIDED BY THE HALL OUTSIDE OF THE HALL! You may be subject to a fine from local law enforcement.
- 3) Bar opens at the contracted event time and closes 15 minutes prior to the events termination time as recorded on this agreement.
- 4) Downtown Toledo Event Center staff must dispense all alcoholic beverages.
- 5) All alcoholic beverages are subject to state sales tax.
- 6) Any alcoholic beverage not purchased from and dispensed by Downtown Toledo Event Center will be immediately confiscated and discarded. This is in compliance of Ohio State Alcohol Licensing Laws.
- 7) If asked, only individuals that can prove legal age of 21 years old by presenting a valid state issued photo identification will be served alcohol.
- 8) Individuals deemed too intoxicated will not be served regardless of the individual's relationship to the event.
- 9) Only 2 drinks containing alcohol will be served to an individual per trip to the bar service area.
- 10) No pitchers or shots will be served during an event to insure responsible and safe drinking.
- 11) Downtown Toledo Event Center will furnish the alcohol, mixers, or sodas that are included in this agreement based on the number of attendees. If specific alcohol, mixers or sodas are requested, additional charges may apply based on the request.

I, the undersigned "Renter" have read, understand and agree with all the Bar Service regulations and understand that the Ohio Laws will be enforced during the contracted event as summarized in the above policies section.

OR

I, the undersigned "Renter" have read, understand and agree that NO alcohol consumption during contracted event in which the hall will be rented.

I, the undersigned "Renter" agree to honor all stipulations and regulations as written in the above agreement on this date.

Renter Printed: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

DTEC Rep: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_