



219 Main Street  
Sulphur Springs, Texas 75482  
Mailing: P.O. Box 62  
Sulphur Springs, Texas 75483  
903-243-6222  
903-243-1297

### Contract for The Venue at two nineteen

**Event Date:** \_\_\_\_\_

**Rental Start Time:** \_\_\_\_\_ **Rental End Time:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**Color of Linens:**  White  Black **Cushions:** (\$1 each)  Yes  No

**Total Amount Due:** \_\_\_\_\_ **Number of Guests:** \_\_\_\_\_

**Package Type:**

- Three-hour Weekend Morning (event must end by 4pm) - \$400
- Three-hour Weekday Package - \$400
- Bronze Package (Four Hours) - \$500
- Silver Package (Six Hours) - \$750
- Gold Package (All Day) - \$1500
- Platinum (Two Days) - \$2250

**Additional Information:** \_\_\_\_\_

\_\_\_\_\_

**Client Name (Renter):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact/Renter Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Deposit (1/2 of total rental fee) due immediately. The deposit is nonrefundable. Remaining balance due seven days prior to event.

- If your event exceeds the allotted time, you will be charged an additional hourly rate of \$200 per hour.
- A signed contract and deposit (1/2 of total rental fee) must be received to reserve your date(s) and time(s). This is nonrefundable.
- The balance of your space rental fee is due seven (7) days prior to your event.
- Payments should be made to The Venue at two nineteen. Cash and checks are accepted.

Acknowledged, agreed and authorized

By: \_\_\_\_\_

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

### **EVENT SPACE RENTAL AGREEMENT AND CONTRACT CONDITIONS AND RESPONSIBILITIES OF RENTER**

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping The Venue at two nineteen a well maintained and safe location for future use.

#### **DEPOSIT/RENTAL FEES**

The deposit (1/2 of the total rental fee) is due upon signing contract to reserve date and time. **The deposit is nonrefundable.** Client will receive 15 minutes before and after reserved time, unless otherwise specified from The Venue at two nineteen. A signed contract and deposit must be received to reserve your date(s) and time(s). The balance of your space rental fee is due seven (7) days prior to your event. Miscellaneous costs, such as a bar, catering, rentals, etc... are the renter's responsibility. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted, and no work will be allowed to commence until full payment is received.

If alcohol is to be served, please make sure that the policy includes host liquor liability coverage to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests. Established catering services may use their license and insurance to cover this. Off duty officer(s) are required to attend if alcohol is served.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **LIABILITY**

Renter agrees to indemnify, defend and hold The Venue at two nineteen, its landlord, building owners, officers, employees and agents harmless of and from any liabilities, costs, penalties or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service and dispensing of payment by renter, its employees and agents of alcoholic beverages at The Venue at two nineteen.

In the event The Venue at two nineteen, its landlord, building owners, officers, employees and/or agents are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay The Venue at two nineteen, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees and costs of suit incurred by The Venue at two nineteen, including all collection expenses and interest due.

## **CATERING STANDARDS**

Kitchen Policy – The Venue at two nineteen’s kitchen is production space and is to be used for final food preparation, plating and bussing only. Please note that The Venue at two nineteen does not provide dishes, glassware, pots, pans, knives or utensils. The kitchen production space will be provided in a clean condition, and the space should be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to check list posted in the kitchen area.

If any food item is hot, it must be placed in a chafing dish, crockpot (or similar item) or potholders/trivets must be used. Any damage to counters will be replaced at the expense of the renter. Potholders and dishes are not provided by The Venue at two nineteen.

## **EQUIPMENT AND LINENS**

Any equipment provided by The Venue at two nineteen must be returned in the same condition as received. Such equipment may include but is not limited to: black table linens, white table linens, chairs, chair cushions, tables, refrigerator, disposal, dishwasher, projector, sound system.

Chair cushions are available for rent for \$1 per cushion.

Standard Centerpieces are available for \$5 each.

All trash must be collected, properly bagged and removed by the renter or caterer. There are trash cans in the alley that may be used for the disposal of the bags.

Linens must be used on all detached tables. Plastic table covers are allowed.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **EVENT SPACE RENTAL AGREEMENT AND CONTRACT CATERING/BAR GUEST COUNT**

Final guest count changes must be submitted in writing at least seven (7) days prior to your event.

### **CAPACITY**

- 150 people

### **SITE DECORATION**

The Venue at two nineteen wants to make every event here a special experience; therefore, every effort will be made to allow the renter to prepare decorations reflecting their creative requirements. We ask that only the staff of The Venue at two nineteen 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 foil (non-paper) confetti is allowed on site. Only low-tack tape is allowed on our floors and walls. Any damage will be at the liability of the renter.

10 round tables, 100 chairs, 7 bar top tables and 6 rectangular tables are available for your use. Birthday packages do not include black or white tablecloths. They are provided for the event for an additional \$10 per linen. Chair cushions are available for any event at \$1 per cushion.

All packages other than Platinum are allotted one arrangement of tables, chairs, etc. Any additional arrangements needed may be purchased at an additional cost and must be secured at the time the contract is signed.

### **CONDUCT**

There is absolutely no 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. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as school dances, we prefer that underage individuals do not have in and out privileges.

Conduct deemed disorderly at the sole discretion of The Venue at two nineteen staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the event costs shall be made.

Any damaged incurred during the duration of the event in this contract is the financial responsibility of the renter. All damage must be repaired within seven (7) business days.

No exterior door may be propped open for any portion of your event without the expressly written consent of The Venue at two nineteen.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **CANCELLATION**

No refund of the deposit shall be made if the event is cancelled prior to the event.

## **LOAD IN/LOAD OUT AND STORAGE**

All load-ins and load-outs must take place within the designated timeframe given by The Venue at two nineteen. If there is an event prior to yours, a timed delivery will be required. The Venue at two nineteen is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc...) created by deliveries must be removed and disposed of by rental company, client or client's representative.

## **CLEANING, TRASH AND EQUIPMENT REMOVAL**

The Venue at two nineteen will be in a clean condition prior to your event. Immediately following the event, the renter or someone designated by the renter is required to return the space to the same clean condition in which it was found. This is required to be completed within 15 minutes following the agreed upon rental time.

All trash must be collected, properly bagged and removed by the renter or the caterer. All rental equipment must be removed immediately following your event.

## **TABLECLOTHS, TABLES AND CHAIRS**

All equipment, tables, chairs, tablecloths and chair cushions must be in the same condition as they were prior to your event. Tablecloths must be used on all tables. If candles are used, express permission from The Venue at two nineteen must be obtained prior to the event. Additionally, the candles must have something underneath to catch the wax.

## **CITY, COUNTY, STATE AND FEDERAL LAWS**

Renter agrees to comply with all applicable city, county, state and federal laws and shall conduct no illegal act(s) on the premises. This is a drug-free and non-smoking facility at all times with no exceptions. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. The Venue at two nineteen reserves the right, in its exclusive discretion, to expel anyone who in its judgement 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 Venue at two nineteen or the safety of its staff, guests or building contents.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**ENTRY AND EXIT**

Renter agrees that the staff of The Venue at two nineteen may enter and exit premises during the course of the event. A representative of The Venue at two nineteen may be on site during your entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly. The Venue at two nineteen’s representative may also be checking the bathrooms, the overall premises, replenishing hand towels and toilet paper and will be available for questions or to respond to needs or issues that may arise at any time.

Either the Renter or someone designated by the Renter must remain on the premises at all times. If the Renter wishes to vacate the premises prior to the event rental end time, the Renter must call a representative of The Venue at two nineteen and wait for the representative to arrive, inspect and lock the building.

**LOST AND FOUND**

The Venue at two nineteen takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 10 days. Every attempt will be made to return any recovered item to its rightful owner.

**PROMOTIONS AND COPYRIGHT**

It is important to us that you have a fantastic and successful event. Should The Venue at two nineteen be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. We are happy to provide professionally-created images of our space for promotional materials.

We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the historic nature of the building or its contents.

A representative of The Venue at two nineteen and/or promotional materials and signage will be present at all events and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative.

Contact/Renter Signature \_\_\_\_\_

Date \_\_\_\_\_

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_