



219 Main Street, Suite 1A  
Sulphur Springs, Texas 75482  
903-243-6222  
903-243-1297

### Contract for The Venue at two nineteen

**Event Date:** \_\_\_\_\_  
**Rental Start Time:** \_\_\_\_\_ **Rental End Time:** \_\_\_\_\_  
**Event Type:** \_\_\_\_\_

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

**Please select package and any add-on items on the next page in order to determine the total amount due.**

**Color of Linens:**  White  Black

**Number of Guests:** \_\_\_\_\_ **Number of Chairs and Tables:** \_\_\_\_\_

**Total Amount Due:\$** \_\_\_\_\_

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

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

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

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

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

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

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

**Contact/Renter Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Edited: 05/03/21**

# *Weekday / Weeknight Packages*

(Please note. Packages are for total access time and are not based on length of event. Please consider any time needed for decorating or clean up when making your selection. Hours for all packages must be contiguous. These packages are available Monday through Thursday.)

☐ **Photography Space (Two Hours) - \$300**

This package includes open space on the east side of the building. No tables or lines are included.

☐ **Three-Hour Weeknight - \$500**

This package includes seating for up to 50 at round tables with mahogany straight-back chairs, as well as four rectangular tables and four bar-height tables for your use. It also includes your choice of black or white linens. Two seasonal arrangements will be provided for your use. Additional garbage bags are available. One set up of Venue-owned equipment is included, and breakdown of Venue-owned items is included. **Available Sunday through Thursday evenings.**

☐ **Business Package (Monday through Thursday 7:30am to 5:30pm) - \$500**

This package includes seating for up to 50 at round tables with mahogany straight-back chairs, as well as four rectangular tables and four bar-height tables for your use. It also includes individually packaged snacks and bottled water for 50 people. Two seasonal arrangements will be provided for your use. Additional garbage bags are available. One set up of Venue-owned equipment is included, and breakdown of Venue-owned items is included. We also have agreements with local businesses for discounted lunch rates.

\_\_\_\_\_ **Salty Snacks**

\_\_\_\_\_ **Sweet Snacks**

\_\_\_\_\_ **Combo Salty/Sweet**

# *Weekend Event Packages*

(Please note. Packages are for total access time and are not based on length of event. Please consider any time needed for decorating or clean up when making your selection. Hours for all packages must be contiguous. These packages are available Friday, Saturday and Sunday.)

## □ **Weekend Morning Package (Three Hours) - \$500**

This package includes seating for up to 50 at round tables with mahogany straight-back chairs, as well as four rectangular tables and four bar-height tables for your use. It also includes your choice of black or white linens. Two seasonal arrangements will be provided for your use. Additional garbage bags are available. One set up of Venue-owned equipment is included, and breakdown of Venue-owned items is included. **Rental time must end by 2pm on Fridays and Saturdays or 4pm on Sundays).**

## □ **Bronze Package (Four Hours) - \$750**

This package includes seating for up to 50 at round tables with mahogany straight-back chairs, as well as four rectangular tables and four bar-height tables for your use. It also includes your choice of black or white linens. Two seasonal arrangements will be provided for your use. Additional garbage bags are available. One set up of Venue-owned equipment is included, and breakdown of Venue-owned items is included.

## □ **Silver Package (Six Hours) - \$1000**

This package includes seating for up to 100 at round tables with mahogany straight-back chairs, as well as four rectangular tables and four bar-height tables for your use. It also includes your choice of black or white linens. Two seasonal arrangements will be provided for your use. Additional garbage bags are available. One set up of Venue-owned equipment is included, and breakdown of Venue-owned items is included.

## □ **Gold Package (9am Through Midnight) - \$1750**

This package includes seating for up to 100 at round tables with mahogany straight-back chairs, as well as four rectangular tables and four bar-height tables for your use. It also includes your choice of black or white linens. Additionally, you receive the keys for easy in-and-out privileges. Two seasonal arrangements will be provided for your use. Additional garbage bags are available. One set up of Venue-owned equipment is included, and breakdown of Venue-owned items is included.

## □ **Platinum Package (Two Consecutive Days) - \$2500**

This package includes seating for up to 100 at round tables with mahogany straight-back chairs, as well as three rectangular tables and four bar-height tables for your use. It also includes your choice of black or white linens. Additionally, you receive the keys for easy in-and-out privileges. Two seasonal arrangements will be provided for your use. Additional garbage bags are available. All set up and break down of Venue-owned equipment is included. One set up per day of Venue-owned equipment is included, and breakdown of Venue-owned items is included.

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# Add-On Items

- Use of Projector**
- Use of Bluetooth-capable speaker**
- Use of Rectangular Tables (Up to four)** \_\_\_\_\_ Number Needed
- Use of Two Drink Dispensers**
- Table Centerpiece - \$5** \_\_\_\_\_ Number Rented  
Each centerpiece consists of a large center batter-operated candle and three battery-operated votive candles in holders.
- Additional Round Table and 8 Chairs - \$20** \_\_\_\_\_ Number Rented  
This rental includes one round table, eight straight-back mahogany chairs with your choice of black or white linen.
- Chair Cushion - \$1 per Chair** \_\_\_\_\_ Number Rented  
Each chair is topped with a cream-colored cushion.
- Snack Packages for 25 - \$30**  
25 bottles of water will be chilled and in the refrigerator waiting for your arrival. Choice of 25 sweet, salty or combo individually packaged snacks.
  - Sweet**\_\_\_\_\_
  - Salty**\_\_\_\_\_
  - Combo**\_\_\_\_\_
- On-Site Help – \$30 per hour**  
Hours must be part of rental time. This allows someone to meet with your vendors on your behalf.
- Custom Florals – Price Varies**

**\*\*\*The Venue at two nineteen provides many items for your convenience, such as scissors, plastic serving utensils, towels, etc. Any item owned by The Venue at two nineteen may only be used with the expressly-written permission of the owners of The Venue at two nineteen. Any item that is missing or damaged after an event will be paid for by the renter at the current cost of the item.\*\***

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## **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.** 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.

An additional refundable deposit of \$200 is assessed in case of damage incurred. It will be refunded following the event after inspection of the rental space and items.

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.

Deposit (1/2 of total rental fee) due immediately. The deposit is to hold your date and time and is nonrefundable. It is applied to your total amount due. An additional refundable deposit of \$200 is assessed in case of damage incurred. It will be refunded following the event and is not applied to remainder due. 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 but is applied to your total amount due.
- 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, checks and all major credit cards are accepted.

## **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.

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## **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. Screws already secured into the walls may be used by renters to hang items. Tape is not allowed. No glitter or foil (non-paper) confetti is allowed on site. Any damage will be at the liability of the renter.**

Up to 12 round tables, 100 chairs, 7 bar top tables and 6 rectangular tables are available for your use. Chair cushions are available for any event at \$1 per cushion.

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

### **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.

### **CONDUCT**

**The Renter or someone designated by the Renter must be on site at The Venue at two nineteen during the duration of the rental time. If the Renter or someone designated by the Renter is not on site within 15 minutes after the start of the rental time, the Renter forfeits the rental time and total rental fee.**

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

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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.

No subletting of the Venue space is permitted without expressly written consent of the Owners of The Venue at two nineteen. No cover charge, entrance fee or similar fee may be charged.

The Venue at two nineteen has a zero-tolerance policy for any events where noise and/or music from the event space being disruptive to anyone in the above apartments, on the street or in any neighboring business. If an event receives a noise complaint, they will be required to vacate the premises immediately and will forfeit total rental amount.

No subwoofer or bass amplifier is allowed to be used during any event.

No admission fee is allowed to be charged without the expressly-written consent of The Venue at two nineteen.

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.

The Renter is solely responsible for all outside vendor(s) used. The Renter is solely responsible for ensuring any vendor(s) used are onsite solely during the rented hours and that all items are removed from the premises by the end of the rental time.

## **CANCELLATION**

No refund of the deposit shall be made if the rental is cancelled prior to the event. If the event is cancelled within 72 hours, the total rental amount is forfeited.

## **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.

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

The Venue at two nineteen will be in a clean condition prior to your event. By the end of the rental time, the renter or someone designated by the renter is required to return the space to the same clean condition in which it was found.

All trash must be collected, properly bagged and removed by the renter or someone designated by the renter. All items not owned by The Venue at two nineteen must be removed by the end of the rental time.

## **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.

## **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 \_\_\_\_\_