EVENT SPACE RENTAL AGREEMENT AND ONE DAY CONTRACT

Event Date: _____Set-Up Time: _____ Event Start Time: _____

Type of Event: _____Number of Guests: _____(maximum 250)

Primary Contact:_____

Address: _____City, State, Zip: _____

Preferred Phone: _____ Email: _____

Secondary Contact: _____

Address: _____City, State, Zip:_____

Preferred Phone: _____ Email: _____

For use on the event date and time stated above for rental fee of $3,500.00, service fee of 18% of rental fee, and damage deposit of $200.00 is due and payable on the schedules below. Cash and checks are accepted. Payments may also be made through QuickBooks online payments (ACH) for an additional fee of $25.00. By credit card, debit card, PayPal, or Venmo for an additional fee of 3% of invoice total. **(ALL PAYMENTS SHOULD BE MADE TO HILLSIDE EVENTS). Your rental is from 9:00am-midnight and includes 1 hour of rehearsal time the day before your event.**

Date-Hold Payment (Non-Refundable): $1,750.00 due upon signing of contract. ($1846.25 is the total amount due at booking—$1750.00 plus 5.5% NE sales tax).

Remainder of Rental Fee: $1,750.00 due 30 days prior to event date. Plus sales tax.

Service Fee: 18% of the rental fee ($630.00) due 30 days prior to event date. Plus sales tax. This fee includes security for your event, bartenders for the main event, and day of coordinator. Day of coordination includes: showing vendors where to set up/drop off, taking out trash, bussing tables (formal dinnerware is an extra fee), stocking bathrooms, refilling water stations, helping with cake cutting coordination/restocking cupcakes (cutting/set up is an extra fee), and other miscellaneous duties as needed.

Refundable Damage Deposit: $200.00 due 30 days prior to event date.

Other billable fees or requested/required expenses or staff costs will be quoted and detailed on separate invoices, as costs are determined or necessary. All expenses will be estimated and approved prior to being incurred. Expenses incurred such as rentals or purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation. **A signed agreement and date hold payment must be received to reserve your date and times!**

Acknowledged, Agreed, and Authorized by_____Date:_____

Acknowledged, Agreed, and Authorized by_____Date:_____

Acknowledged and Agreed by Hillside Events_____Date:_____

30 Day Meeting Sheet (skip at time of booking)

Decorating set up time (earliest 9:00am):

Tablecloths: Yes No

Ceremony rehearsal time (1 hour maximum):

Caterer set up time:

Bar hours:

DJ hours:

Cake set up time: What type of cake? Who is setting up/cutting cake?

Anyone getting ready at the venue: Yes No

Pictures start time:

Wedding ceremony to begin:

Party bus: Yes No

Officiant: _____

Caterer: _____

Cake: _____

DJ: _____

Photographer: _____

Florist:_____

Hair:_____

Makeup:_____

Planner/Day of Contact: _____

Policies and Regulations:

CONDITION 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 Hillside Events a well maintained and safe location for future use. Initials _____ /_____

RENTAL FEES

All balances must be paid to Hillside Events 30 days prior to event date. A date hold payment, along with the signed agreement, is required to reserve the date and space. Payment may be made by cash or check. Payment may also be made through QuickBooks online payments (ACH) for an additional fee of $25.00. By credit card, debit card, PayPal, or Venmo for an additional fee of 3% of invoice total. No terms are implied or granted and no work will be allowed to commence until full payment is received. Initials _____ /_____

DAMAGE DEPOSIT AND DAMAGE(S)

A damage deposit of $200.00 is required and due 30 days prior to event date. Please note that the deposit is separate from the date hold payment to secure the date and space. Payment may be made by cash, check, QuickBooks, or credit/debit card. The deposit will be refunded within ten (10) days following the rental period provided the premises are maintained and left in the same condition as when rented, satisfactory to Hillside Events management. However, if any cleaning (including bodily fluids) or repairs are deemed necessary beyond normal use will be charged and deducted from the damage deposit. Failure to clean will result in additional fees. If the building or any part of the premises, including furniture or artwork, is damaged during the event, renter will be solely responsible for such damage. Building must be in the same clean condition it was before your event. Cleaning includes sweeping, kitchen clean if not using a licensed caterer, and outside area free of trash. Initials _____ /_____

INSURANCE AND LIABILITY

Special event liability and cancellation insurance is recommended for all renters. If alcohol is to be served please make sure that the policy includes host liability coverage. Initials _____ /_____

FORCE MAJEURE

Hillside Events shall not be held liable for delays, errors, damages or failures to perform under the terms of this Agreement due to events beyond its reasonable control, including acts of God, weather emergencies, national emergencies, work stoppages, fire, flood, computer virus, natural disaster, governmental action, epidemic, catastrophe, war, terrorism, civil unrest, or failure of mail, transportation, communication or power services, or any other force majeure event. Initials _____ /_____

LIABILITY

Renter agrees to indemnify, defend, and hold Hillside Events, 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 Hillside Events. In the event Hillside Events, 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 Hillside Events, its officers, landlord, building owners, employees, and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Hillside Events, including collection and expenses and interest due. Initials _____ /_____

SITE DECORATION

Hillside Events wants to make sure every event is a special and welcome experience. Therefore every effort will be made to allow Renter to prepare decorations reflecting their creative requirements. We ask that only staff of Hillside Events rearrange and move any furnishings. The tables are bolted to the floor per fire code and the minimum number of seats is 150, which includes 15 round tables and 150 chairs. No nails, screws, staples, or penetrating items should be used on walls or the pergola. Command hooks are not permitted on drywall. Any tape or gummed backing materials must properly be removed and any wall damage will be deducted from the deposit. No tape or command hooks are allowed on any surface other than drywall. All decor, including easels/stands, must be placed in a space that does not constrict work areas and cannot be a tripping hazard to guests, vendors, or staff. Any changes made to set up of the venue without prior knowledge to Hillside Events is the renter's responsibility. No open flames or candles, glitter, or confetti is allowed on site. Initials _____ /_____

CAPACITY

Renter understands that the maximum event size of Hillside Events is 250 people and will not exceed this limit. Initials _____ /_____

CONDUCT

There is absolutely no drug use of any kind tolerated on premises. Smoking will not be tolerated indoors and only allowed in designated areas outdoors. Weapons including, but not necessarily limited to, firearms of any kind, are strictly prohibited. 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. Conduct deemed disorderly at the sole discretion of Hillside Events staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made. Initials _____ /_____

NOISE

Renter acknowledges that the premises are located near residential units and therefore agrees to control the noise level at the event such that it not disturb neighboring occupants. In the event that renter's event creates a disturbance due to high noise volume, renter shall immediately reduce the volume. If repeated disturbances are created, at Hillside Events discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to the renter. Patio area and outside area close at 10:00pm to large groups of people. The beer garden. Will remain open as long as the noise level is reasonable.
Initials_____ / _____

FIREWORKS

No fireworks, including pyrotechnics, of any kind allowed except for July 3rd and 4th. If you would like to do a firework show on July 3rd or 4th you must have special permission and all valid licenses and/or permits will be required. Initials _____ /_____

MUSIC AND EVENT END TIMES

Music must end by 11:00pm. No amplified music is allowed outdoors.
Events must end by 12:00am. All people must be off premises at event end times. Initials _____ /_____

LOST AND FOUND

Hillside Events take no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found. Hillside Events will hold recovered items up to 60 days. Every attempt will be made to return any recovered item to its rightful owner. Initials _____ /_____

CANCELLATION

Date-Hold payment is Non-Refundable. This also includes date-hold payments for all inclusive services.
More than 60 days prior to event: Remaining rental fee be refunded.
From 30 days prior to event: NO RENTAL PAYMENT WILL BE REFUNDED. Initials _____ /_____

CLEANING AND EQUIPMENT REMOVAL

Hillside Events will be in a clean condition prior to your event. By midnight, you are required to return the space to the same clean condition in which it was found. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke as our facility is not ventilated. Cleaning includes sweeping, kitchen clean if not using a licensed caterer, and outside area free of trash/debris.
Initials _____ /_____

DRUG AND ALCOHOL POLICY

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, 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 must use **Hillside Events** liquor service for their event. **NO OUTSIDE ALCOHOL ALLOWED.** Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Hillside Events reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall manner do participate in any act jeopardizing the rights, use permit, or insurability of Hillside Events or the safety of staff, guests, or building contents. No alcohol allowed outside of building except in the fenced area in the back area of building. Bar service is a maximum of 6 hours. Patio closes at 10:00pm. Initials _____ /_____

SECURITY

Security is required for your main event. Initials _____ /_____

ENTRY AND EXIT

Renter agrees that Hillside Events staff may enter and exit premises during the course of the event. A representative of Hillside Events will be on-site during your entire event and will be checking periodically with the responsible parties to insure everything is working smoothly. Staff will also be stocking the bathrooms, the overall premises, emptying trash throughout the event, and will be available for questions or to respond to needs or issues that may arise at any time. Initials _____ /_____

PHOTO & VIDEO RELEASE: The Client hereby grants to Hillside Events the irrevocable and unrestricted right to use & publish photographs and video footage taken by Hillside Events during the planning process, event setup, and at the Client's event during the rental timeframe for promotional purposes, including but not limited to website, social media platforms, and printed marketing materials. The Client waives any right to inspect or approve the finished product or the use to which it may be applied. Renter waives the right to inspect or approve any finished product in which their likeness appears. This release is granted in perpetuity and without compensation to the Client. Initials _____/____

Acknowledged, Agreed, and Authorized by_____Date:_____

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Acknowledged and Agreed by Hillside Events_____Date:_____

HILLSIDE EVENTS INFORMATION PAGE

CHAIRS—250 chairs are available for indoor use. 200 chairs and 10 benches are available for outdoor use.

LINENS—Linens are not included with the venue rental. All linens may be ordered through Hillside Events or you may bring in your own linens.

TABLES—18 round tables for inside (6 foot in diameter), each seat 10 people. 6 round tables for outside (6 foot in diameter), each seat 10 people. Misc. 6 foot and 8 foot banquet (rectangle) tables available for use throughout the venue. 6 foot table provided for DJ (if needed).

BUFFET—Consists of one 6 foot table and one 8 foot table.

HEAD TABLE—Consists of 6 or 8 foot tables (figured 2 feet per person). Max head table size 14 people.

FURNITURE—Front entry tables and cake table are included with the venue rental.

DÉCOR—String lights, fabric draping on ceiling, lighted backdrop with greenery, wooden spools, 2 wine barrels, vintage ladder/Edison lights/greenery above cake table, and chalkboard included with venue rental.

EXTRA SERVICES—Bar service for rehearsal dinner (up to 3 hours of service) $50. Venue clean up $200. Cake cutting $50. Tea and lemonade up to 250 people $75. Tea, lemonade, and coffee for up to 250 people $100. Please see website for rental, planning, and floral pricing. Bar pricing available upon request. All services are plus tax. Prices are subject to change.