

Grand Royale Events Center

4473 Covington Hwy, Decatur, GA 30035

(404) 534 -0067

Grandroyaleevents@gmail.com / info@grandroyaleevents.com

Event Space Rental Agreement & Contract

Event Date: _____ Set-Up Time: _____ Event Time: _____ Wrap Time _____

Event Name: _____

Estimated Number of Guest: _____

Client(s)/Corporation: _____

Address _____ City _____ State _____ Zip _____

Contact: _____ Company: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

NOTE: Rental time is based on ten (10) hours or hourly, which is inclusive of set-up and breakdown. Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than requested hours. Unused time **will not** be refunded.

- I. Hours of Operation
 - A. Regular Office Hours: Tuesday – Thursday: 10 am – 4pm & Friday 10am – 6pm
OR By Appointment
 - B. Rental Hours of Operation: 7am - 3am (All events must be concluded by 3:00 am)
- II. Capacity
 - A. Main Hall – 330 seated dinner, 550 standing or chairs only
 - B. Main Lobby - 60 seated dinner, 100 standing or chairs only
 - C. Room 1 & 2 - 40 seated dinner, 80 standing or chairs only
- III. Reservations
 - A. All reservations are made on a first come first serve basis. The reservation is not confirmed unless proper paperwork and deposit are received within 48 hours of the initial request to hold the date. The reservation is confirmed once we receive

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25% of the rental fee, the signed Rental Agreement & Contract, and a valid I.D. or drivers license.

IV. Contracts

- A. All space and services will be arranged by written contract. No promises, quotations, verbal guarantees—expressed or implied—will be honored unless they are a part of the written contract. Addition of space and/or services to a rental contract can be made if available and will result in additional fees and service charges.
- B. Reservations can be made on **10-hour blocks or on an hourly basis**, between the hours of 7am and 3am. These blocks of time include setup prior to and clean up after the event.
- C. *Should an event extend past the scheduled time without advance approval, the customer may lose some or all of their damage and clean-up deposit or may be required to make immediate arrangements to pay for extended services.*
Acknowledge with Signature: _____.
- D. Events requiring additional setup time will incur additional facility rental fees. Refer to price sheet for hourly rates.
- E. Customers have 1 month prior to event to make any changes in regard to floor plan and seating arrangement.

V. Payments

- A. Reservations are confirmed after a **25%** deposit of the rental fee is received along with required forms and agreements.
- B. Payments can be made in installment or in full. Office staff will determine payment method base on when reservation was made.
 - I. All reservations booked less than a month prior to event will need to be paid in full in order to confirm date.
 - II. For all reservations booked three (3) months or more prior to event, payments may be made in four (4) installments.
 - 1. 25% (at booking): _____
 - 2. 50%: _____
 - 3. 75% _____
 - 4. 100% (1month prior)_____
 - III. Late payments may incur a late fee of \$5 per day unless prior payment arrangements are made. It is the responsibility of the renter to be aware of when payments are due.
- C. In addition, a separate \$350 / \$175 **refundable** damage & clean-up deposit is required. The customer acknowledges they can lose their refundable deposit if the room(s) is not left in the condition in which it was found. The customer also understands they will be liable for any damages exceeding the amount of the \$350 / \$175 damage & clean up deposit.
- D. The remaining rental fee balance is required **30 days prior** to the event. If not paid within this period and no prior payment arrangement has been made, the event is subject to cancellation without a refund.
- E. Payments should be made to **Grand Royale Events Center**. Cash, Card, checks, money order, cashier's checks are accepted

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- F. We accept Visa, Master Card, Discover, & American Express as forms of credit card payment. There is a 3% service card for every transaction.
 - G. No personal checks will be accepted less than one (1) week prior to event.
- VI. Refundable Deposit
- A. Your deposit check is usually processed and mailed within 7 business days of your event.
 - B. Few days before the event you will be provided with a check sheet to complete your own personal inspection of the space. The same sheet will be utilized in review for refund.
 - C. At the end of the event, prepare for a staff member to walk with you through the area to complete a *Post Event Report*. Any and all costs associated with cleaning and/or damages related to the event that are deemed to be. Any damages exceeding the \$350 damage & clean-up deposit are the responsibility of the client.
 - D. If you are unclear about the return of your deposit, management will provide a clear explanation.
- VII. Liability
- A. Renter agrees to indemnify, defend, and hold Grand Royale Events Center, its building owners, officers, and employees harmless of and from any liabilities, cost penalties, or expenses arising out of / or resulting from the rental and use of the premises, including but not limited to, personal guarantee of provision, service, and renter, its employees, and agents of alcoholic beverages at Grand Royale Events Center.
 - B. All clients are required to either obtain Special Events liability Insurance or must leave a credit card on the file with us. All damages that exceed the deposited \$350 / \$175. Will be recouped through the Insurance or Credit Card.
 - I. A credit card Authorization form is located on the last page of this contract. Through this form clients are authorizing Grand Royale Events Center to charge card for any outstanding balances and incurred damage fees. The client also understands that there is a 5% service charge with card transaction made where the card is not present.
 - II. Special Event Liability Insurance is required of all renters who do not provide alternate form of payment for incurred fees. Special Events Insurance is due no later than ten (10) days prior to your event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring Grand Royale Events Center employees and facilities against bodily harm, property damage, and other loss arising out of renter's use and occupancy of premises.
- VIII. Children and Teen Events:
- A. Children and Teen Events are granted on a case by case bases
 - B. For all Children and Teen events adults over the age of 21 must be present
 - I. 2 adult for up to 100 guest
 - II. 1 adult for every 50-additional guest past 100
 - C. A Damage and clean-up fee of \$500 is required for every Children and Teen event held in the main hall and \$350 for events held in any other subsequent rooms
 - D. A minimum of one police officer must be present at all teen events.

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IX. Changes, Reschedules, & Cancellation

- A. All clients have the right to make changes to their booking. However some fees may apply.
- B. Changes:
 - I. Changes such as addition of guests, rental of additional linen, and changes to layout can be done no less than 1 week prior to the event. Any changes made after the one-week deadline may incur of fee of \$10 per change.
 - II. After Customer has approved the floor plan, any changes made within **72 hours** of scheduled event will result in additional fees. Examples of these fees are as follow
 - 1. Additional table: \$10
 - 2. Additional chairs (5 or more): \$5
- C. Reschedule
 - I. If client/renter have booked for an event and become unsatisfied with the date they may reschedule. However fees may apply.
 - II. Client/renter will be allowed to reschedule at no additional cost **6 MONTHS or more** prior to event date. **25% of Rental rate** will be charged to rescheduling made up to **3 MONTHS** prior to events date. **AFTER 3 MONTH** any client/renter will be charged **75% of Rental rate**
- D. Cancellations
 - I. A **FULL** refund will be administered to all cancelations made **6 MONTHS** prior to event date. **50%** refund will be administered to all cancelations made **3 MONTHS** prior to events date. **AFTER 3 MONTH** no refund will be given, however one may still **RESCHEDULE** for a future date (additional fees may apply).
- E. Grand Royale Event Center reserves the right to cancel any event in cases of extraordinary circumstances - including but not limited to inclement weather and major power outages - with a full refund.

X. Catering/Use of Serving Area

- A. Any and all catering arrangements must be reviewed and approved by the Event Center Manager.
- B. Only licensed Caterer may be utilized.
 - I. Should any aliment or injury occur as a result of catering services provided, Grand Royale Event Center will not be held liable
- C. **Serving area should be left in a clean orderly manner.**
- D. Uses of facility service equipment must be arranged prior to event (**additional fees may apply**)
- E. Trash must be removed from floor and tables
- F. All food items must be cleared immediately after a meal is completed. Boxes must first be broken down before being placed in the dumpsters. **DO NOT** overload trash bags! Please ask staff for more if needed. **NO** bag should be too heavy for one person to carry.
- G. All trash is to be properly disposed of in waste cans provided and will sometimes be required to dispose of waste in the outside dumpster.

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H. The customer is responsible for normal cleaning after an event including the disposal of trash in proper waste areas, collecting any event materials or decorations, (if used).

XI. Clean- Up

- A. All client are expected to clean up after their scheduled event
- B. Clean – Up time is be included in the client’s rental time.
- C. Clean – Up includes the following:
 - I. Taking out all trash
 - II. Swiping down tables and staking all chairs to top
 - III. Vacuuming or mopping up all major spilled
 - IV. Kitchen must be completely cleared and wiped down.
- D. Clients are expected to return facility in the manor of which they received it.
- E. Should Client not want to clean after event, they must pay \$250 /\$125 clean-up fee prior to the event. If clean-up is not paid and client chooses not to clean after their event, client will forfeit refundable damage and clean-up deposit.
- F. If client choose to pay clean- up deposit please check the following box:
 - I. \$250
 - II. \$125
 - III. Client Signature: _____

XII. Alcohol -- Events serving alcohol require the following:

- A. When serving alcohol, additional security personnel with jurisdiction in DeKalb County will be required. One officer < 300 guests; Two for 300+ guests. The cost is \$200 for one and \$400 for two.
 - I. **If you choose to provide YOUR OWN police officer, Police officer must be present within one hour of the start of the event. Otherwise the event shall be shut down without refund.**
- B. The customer must provide information for a licensed bartender. Bartender information must be provided 14 business days prior to the event date.
- C. Any coolers or containers containing drinks must be stored behind bar or kitchen. Small coolers must be placed on plastic behind bar area and managed by bartender. If your cooler leaks, the problem must be handled if it continues to happen, we will require that you remove the cooler.
- D. At no time should any individual under the age of 21 be provided with any alcoholic beverage. It is the responsibility of the bartender to ID all those requesting alcoholic drink.
- E. If any violations occur, you may be given a warning. The 2nd violation will result in the closing of your bar. Also, depending on the severity to the violation, your bar could be closed down immediately - without a refund.

XIII. Audio / Visual (A/V) Services / Bands / DJs

- 1. A/V services and equipment may be contracted through the Event Center. Services include sound equipment, projector, dry erase boards and screens. Other equipment may be available with advanced notice and payment. For an additional fee, an A/V technician can be provided for dedicated services. The cost is based on the complexity and amount of your AV need.

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2. Sound: The audio system is excellent for playing background music, CD's with sound and background vocals. Additional equipment may be supplied by a third party vendor, for musicals, concerts, or other similar activities.
3. Stage Lighting: Stage lighting may be supplied by a third party vendor, for musicals, banquets or other similar activities
4. A surcharge will be added to any on-demand service or change request made within 3 days of event date.
5. Bands and DJs:
 - I. Bands must set up and breakdown their equipment within your allotted rental time.
 - II. DJs are responsible for providing the essential sound equipment.

Institutional Policies

1. **Grand Royale Event Center** has a zero tolerance policy on weapons. Any person transporting a firearm or other weapon onto **GREC** property— knowingly, by accident, or through ignorance of the policy—is subject to immediate arrest.
2. GREC is a tobacco free environment. Smoking is only allowed outside the building.
3. Marketing Rights: GREC reserves the right to photograph events and/or participants for use in marketing materials.
4. GREC reserves the right to suspend any activity that is deemed inappropriate and will contact law enforcement in the event of illegal activity.
5. Maximum Capacities: all areas have set capacities. Should a group's attendance exceed the maximum capacity, the Fire Marshall may opt to close an event and/or the building. Refunds will not be available and customer is responsible for full contract price.
6. The GREC is handicap accessible. Please notify the event center office of any special needs that you or your guests may have. It is the responsibility of the customer to ensure that all exits remain unblocked at all times.

Customer agrees to accept and abide by the policies and procedures listed above. Customer further agrees to accept and abide by all policies of the Grand Royale Event Center as well as the laws of the State of Georgia

Customer (please print)

Signature

Date

Grand Royal Event Center Manager

Date

Contact/Renter Initials: _____ Date _____



CREDIT CARD AUTHORIZATION FORM

Grand Royale Events Center requires a credit card to be on file during the entirety of your event.

Please complete and sign this form to authorize Grand Royale Events Center to make a debit(s) to your credit card listed below. Once complete, please email to Grandroyaleevents@gmail.com or deliver to office at:

4473 Covington Hwy,
Decatur, GA 30035

By signing this form you give Grand Royale Events Center permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize Grand Royale Events Center to immediately charge my credit account if the duration of my event extends passed the hours rented. I understand that I will be charged the hourly rate for every additional hour. I also understand rental fees balance will also be charged to this card ten (10) days prior to your event. I understand that any remaining miscellaneous costs will be charged ten (10) days prior to your event, any additional costs that arise after that date will be charged within two (2) days of your event. Finally I understand that cost of any damages that exceed the damage and cleanup deposit will also be charged to this credit card.

If you would like to use an alternative payment method (check, additional credit card, cash) for the space rental fees balance, equipment, furniture, and/or miscellaneous costs, please check here .

Client/Renter Initials _____

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address _____ Billing Phone _____

City, State, Zip _____ Email _____

Account Type: Visa MasterCard AMEX Discover

Cardholder _____

Card Number _____

Expiration Date _____ (DD/YY) CVV2 Number _____

SIGNATURE _____ DATE _____

Contact/Renter Initials: _____ Date _____