

MARTIN BALLROOM RULES AND RENTAL AGREEMENT 2013

Date _____ Event Date _____
Name _____ Event _____
Address _____
Phone _____

ACCESS

- 1) All access to the Ballroom is at 408 Pierce St or through the Skywalk System.
- 2) The regular Skywalk hours are extended for your event, by previous arrangement.
- 3) Due to this arrangement, all guests must exit the Skywalk System by 12:00, midnight.
- 4) If you wish to stay later, there is an additional fee of \$50/hr. This must be arranged in advance.

DEPOSITS and FEES

- 1) Rental fees typically range from \$600-\$1000.
- 2) Your event date is not locked in until a deposit is paid and the contract is signed.
- 3) \$200.00 Damage deposit will be refunded after the event if no damages are found on the premises.
- 4) \$100 cleaning deposit will be refunded if the renter does the following the night of the event: pick up/take out all garbage, stack chairs, wipe down kitchen and bathrooms. (NO mopping, vacuuming or toilets)
- 5) The balance of the rental fee is due two week before the event takes place. If paid later - cash is required.

SET UP / CLEAN UP

- 1) Tables and chairs will be set up by the Martin Ballroom.
- 2) Clean up will be done by the Martin Ballroom OR see #3 above.
- 3) All personal items must be removed from the Ballroom the night of the event.
- 4) If cleaning requires excessive measures due to spills, damage, defacement etc, the damage and/or cleaning deposit will not be returned and additional costs will be billed to the renter.

DECORATING

- 1) If available, you may rent the room for \$100.00 for 3 hours the day before to set up for your event.
- 2) No tape, glue or nails. No bubbles, fog machines or candles with exposed flames.

FOOD and ALCOHOL

- 1) The Ballroom does not supply food, alcohol or ice for any event, this is the responsibility of the Renter.
- 2) Alcohol will be beer, wine/coolers and champagne ONLY! Alcohol must be given away NOT sold.
- 3) Renter must have a bartender serving alcohol at all times.

MISC.

- 1) Please supervise your children. Running and playing on the stair railing is prohibited and can cause injury.
- 2) No children or alcohol outside of the Ballroom and foyer.
- 3) No smoking in the Ballroom, foyer or Skywalk
- 4) The event is considered ended when the contract signer(s) have left the premises.

I have read, understand and agree to follow the above rules as set forth in this document, and all rules set forth verbally by the Martin Ballroom management. I understand that the breaking of these rules (by the renter or guests) may result in the termination of the above stated event. I agree that the Martin Ballroom and/or "I Do" Weddings is free of any liability arising from the negligent act or omission of the renter or guests, regardless of the results. In the case of damage to the Martin Tower property during the event, I agree to pay all costs of repairing said damage.

Renter _____

Date _____