



## WHITE HOUSE EVENT CENTER RENTAL AGREEMENT

This is a rental agreement between \_\_\_\_\_ and White House Event Center, LLC  
for use of the event center for \_\_\_\_\_  
(Date of Event) (Event Start Time)

### YOUR RENTAL

- Includes a maximum use of the facility as described in the RATES section of this contract. This contract is for rate \_\_\_\_\_.
- Includes tables and chiavari banquet chairs & linens for up to 125 set at your direction.
- Includes an event coordinator prior to and the day of your event. The event coordinator does not decorate.

### MAXIMUM OCCUPANCY

- Maximum Occupancy = 250
- Maximum Seated = 125 with table/chair setup. 250 standing room.

### RENTAL PERIOD & EVENT HOURS

White House Event Center is available for standard rentals based on four (4) hours use of the facility for a six (6) hour event. This time period includes one (1) hour for setup, four (4) hours for the actual event and one (1) hour for clean up. Additional event hours can be secured at the rate of one hundred fifty dollars (\$150.00) per hour. The actual event must end no later than 1:00am

Weddings & Receptions; is based on Eight (8) hours use of the facility for a six (6) hour event. This time period includes one (1) hour for setup, Six (6) hours for the actual event and one (1) hour for cleanup. Additional event hours can be secured at the rate of one hundred fifty dollars (\$150.00) per hour.

### ADDITIONAL TIME FOR SETUP, ROOM DECORATING, VENDORS, ETC.

If the renter or its vendors need additional time for set up, room decorating, etc. the renter may ask for access to the room beyond the contracted six (6) or eight (8) hours for an additional charge. Additional setup hours must be contiguous with event hours, i.e. additional set-up or breakdown time is only available for the hours immediately before or after the event and at White House Event Centers discretion. You must request this time in writing at least thirty days prior to your event. Additional set-up and breakdown time will be billed at the rate of one hundred dollars (\$150.00) per hour or portion thereof.

### SECURITY DEPOSIT

A \$300 security deposit is required to reserve a date, in addition to the rental fees. The security deposit will be returned within 30 days after the event or when all accounts are settled, whichever is later. Security deposit and all other invoices can be paid by, cash, check, PayPal, money order and credit card (3.0 % fee). All cancelled/returned checks and late payments shall be assessed a \$35 service charge.

### PAYMENT SCHEDULE & POLICIES FOR EVENT SPACE

- To reserve your event's day and time, you will pay a \$300 security deposit on the event space.
- Seven (7) days before your event, you will be required to pay your full balance (if applicable), and any unbilled room extras.
- All checks should be made out to:

White House Event Center, LLC  
101 East 2<sup>nd</sup> St.  
Dayton, Ohio 45402

## **CANCELLATION / RESCHEDULING EVENTS**

Any cancellation shall result in a total retainer of security deposit to White House Event Center as liquidated damages. White House Event Center reserves the right to cancel any event for which full payment outlined above is not received by designated date. In the event that a scheduled event needs to be rescheduled or cancelled, the original requestor should contact the Coordinators in writing at least fourteen (14) days prior to the scheduled date. If a rescheduling request is made with less than two weeks notice, the event will be cancelled and a new request form will be required, subject to all normal requesting processes and guidelines. Any event that is cancelled with less than two weeks notice will be subject to \$300 cancellation fee (security deposit) and not applied towards a future date.

## **LIABILITY INSURANCE**

Renter shall obtain general liability insurance covering the day of the event in the minimum amount of \$1,000,000 in a form and amount satisfactory to White House Event Center, LLC. A certificate of insurance and a policy endorsement naming White House Event Center as an additional insured on the policy shall be provided to White House Event Center at last three (3) business days before the day of the event. Event day insurance should be available through renter's insurance broker or agent.

## **OPEN VENDOR POLICY (CATERER & FOOD/ BEVERAGES)**

You are welcome to bring food and vendors of your choice, including your caterer. We do have some preferred vendors that we will recommend using. Liquor is permitted, not provided. However, the use or possession of alcohol shall be confined to the premises of the White House Event Center.

## **FURNISHINGS**

The following are included in the leasing fee and will be set up at your direction.

- Round tables (60 inch diameter)
- Rectangle tables (30'x96' – approx. 8ft)
- White chiavari banquet chairs: up to 125
- Misc. Tables

## **DECOR & USE RESTRICTIONS**

The use of raw rice, confetti, glitter, smoke and bubble machines is permitted. However, all items must be removed and cleaned up. Use of such materials and not properly cleaned will result in incidental charges of \$300. You may not put holes in any walls. Decorations may not be nailed, stapled or tacked to any part of the facility. Candles may be used only if the candles are in containers and the wick of the candle is at least two (2) inches from the top of the container. All items brought into White House Event Center (e.g., personal items, decorations, props, etc.) must be removed immediately following the event. Items that are not removed will be disposed of by White House Event Center and the cost of such disposal will be deducted from the incidental fees.

## **HOLD HARMLESS**

You agree that White House Event Center is not responsible for any items personal or otherwise brought into the event facility that are lost, stolen, damaged or otherwise lose value. Renter specifically waives and agrees to indemnify and hold harmless White House Event Center, its agents, employees and assigns, from any claims, loss or damage to any guests, vehicles or others as a result of the use of said event space, adjacent areas, parking lot and/ or areas traversed to access said event space, unless said claim, loss or damage is the result of White House Event Center, its employees, or agents, direct intentional misconduct.

## **RATES\***

- Monday through Thursday (non-holiday/wedding events) Six (6) hours - \$400.00
- Friday (any type of event\*) Six (6) hours - \$575.00
- Saturday or holiday (any type of event\*) Six (6) hours - \$675.00
- Sunday (any type of event\*) Six (6) hours - \$550.00
- Prices are negotiable based on event type and less than standard Six (6) hour maximum. Standard rental fees can be billed hourly with a three (3) hour minimum.

\*For events such as small weddings, receptions, & corporate events pricing will be higher than shown above.

## FACILITY USE POLICIES

This agreement sets the standard terms for customer rental imposed by the renting Venue provider. By reserving and renting this venue the purchasing customer agrees to these stipulations and rules of conduct:

- As a renter, I am only receiving a license for the agreed upon venue space which may be limited to the rental time that has been reserved and paid for. The Venue Provider may restrict your access to the premises for any reason immediately before and after your rental time has started and expired.
- I must not act in a manner that, in the Venue Provider's sole discretion, does or is likely to adversely affect the peaceful operation of the premises.
- I will not use the premises for illegal purposes or in any manner that could tarnish the reputation of the Venue Provider or their premises.
- I will not tamper with, borrow, or remove any property kept on the premises.
- I will not cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the premises.
- I understand that I must maintain my rental area and the common areas of the premises in a neat, clean and in a sanitary condition.
- I will be held solely responsible for the agreed upon rental area, including any common areas. I will be held accountable for any injury or damages sustained during the duration of the rental and occupancy on the premises.
- I will be held liable for any guest, invitee, or visitor actions on the premises.
- No animals are permitted at the Facility, with the exception of guide dogs.
- The use or possession of alcohol shall be confined to the premises of the White House Event Center, inside of the facility and shall be in accordance with all applicable State and City ordinances, rules and regulations. The sale of alcohol is strictly prohibited.
- Smoking is strictly prohibited within the White House Event Center. You must be at least 20 feet away from the facility entrances.
- Any signs, symbols, or other objects displayed on the premises must be approved by the Venue Provider, and must be removed immediately following the duration the reservation.
- The Renter shall not admit a larger number of individuals than can lawfully, safely, and freely move about the Facility.
- Gambling of any kind is not permitted at the Facility.
- The use of the White House Event Center shall not be in support of any policy which discriminates against anyone based on race, creed, color, gender, religion, national origin, sexual orientation or physical handicap.
- Renter shall comply with all local, state, and federal laws and regulations related to the use of the Facility.

I am an authorized agent/person/organization submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all the aforementioned rules, regulations, and conditions of use.

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(Renter Signature)

# RENTER & EVENT INFORMATION

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Organizations Name - if applicable)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)

Description of event \_\_\_\_\_

Date of event \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Time event begins (incl. set up) \_\_\_\_\_ Time event ends (incl. clean up) \_\_\_\_\_

\_\_\_\_\_  
(Renter Signature) (date)

\_\_\_\_\_  
(Owner / Coordinator Signature) (date)

## Office Use Only

Rental Fee \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Total Paid \$ \_\_\_\_\_