



Royal Crystal Event Center  
AFFORDABLE LUXURIOUS MULTIPURPOSE EVENT VENUE

7207 West Sahara Ave. #105, #130 Las Vegas, NV 89117

Tel/Cell : 702-481-1988

[RoyalCrystalEvent@gmail.com](mailto:RoyalCrystalEvent@gmail.com)

NV taxation # 1040420532-001 EIN : 83-1536448

EVENT VENUE RENTAL CONTRACT / INVOICE/RECEIPT  
TERMS AND CONDITIONS AGREEMENT

**\*\*Contract Draft\*\***

**Deposit is due upon receipt of this draft.**

**The date remains open until deposit payment is made**

EVENT TITLE : \_\_\_\_\_

A. CLIENT INFORMATION

CLIENT NAME : \_\_\_\_\_

CELL : \_\_\_\_\_

EMAIL : \_\_\_\_\_

B. EVENT DATES : \_\_\_\_\_

Set Up Time : \_\_\_\_\_ Event Time : \_\_\_\_\_

Expected and Estimated Numbers of Guests : \_\_\_\_\_ ( Subject to Governor's re-opening protocol )

C. FEES :

\_\_ HALL : 7207 W Sahara Ave. Suite #105

\_\_ BALLROOM : 7207 W Sahara Ave. Suite #130

\_\_ VILLA VENUE : Located at 2575 South Teneya Way

\_\_ **BASIC VENUE RENTAL**

Flat fee : \$ \_\_\_\_\_ From \_\_\_\_\_

\_\_ PACKAGE (See attachment):

\_\_ Food \_\_\_\_\_

\_\_ Decorations \_\_\_\_\_

\_\_ All-Inclusive \_\_\_\_\_

Fees \$ \_\_\_\_\_

\_\_ CASH BAR, \_\_ PREPAY ALCOHOL \$ \_\_\_\_\_ see attachment.

BARTENDER FEE : \$25 Hourly \_\_\_\_\_ hours Total : \_\_\_\_\_

ON-SITE STAFF ( ) FEE : \$25 Hourly \_\_\_\_\_ hours Total : \_\_\_\_\_

CLEANING : \_\_\_\_\_ Customer agree to take down decoration and packs up trash in trash bag. Bring all trash bags to the dumpsters in the parking area. Or Customer leave the premises as is and Extra Cleaning Fee \$ \_\_\_\_\_

Incidental Fee \$50 or \$100 (100% refundable within three to seven days after the event)

FEE : \$ \_\_\_\_\_ Plus Incidental Fee of \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Deposit 30% / 50% of Total Rental Fee of \$ \_\_\_\_\_ Paid by \_\_\_\_\_

Balance

- Second payment \$ \_\_\_\_\_ Due by \_\_\_\_\_
- Remaining balance \$ \_\_\_\_\_ Due by \_\_\_\_\_

## Terms and Conditions

RC may update the terms and conditions from time to time. All previous/current contract shall abide and/or govern by the updated version. RC is not obligated to provide to customer(s) the later updated terms and conditions after the contract is signed in any given time. ALL Customers who hold or will hold the event at RC, agrees with all the term and conditions stated below with or without signing this contract. Once the deposit is made, it serves as automatically acceptance by the customer of TERM and CONDITION below, regardless the contract is signed or not.

### 1.CANCELLATION AND RESCHEDULING

After the Rental Invoice/Contract is signed and deposit fee is paid, We are committed to you by securing your selected date and time. It is the nature of our business that any cancellation or re-scheduling initiated from customer(s) will cause us business loss. Therefore we have the following **policy that all deposit paid are Non-Refundable and Should a cancellation occurs the reserved date and time will be released and made available for RC to other customers for booking.**

1. Cancellation by any personal reason(s), Paid Deposit is NOT refundable.
2. Re-schedule is considered Cancellation which shall follow cancellation policy.
3. In the event of cancellations initiated by RC due to government regulations alterations ( eg Covid Lock Down, or accidental damages of the premises, from either natural disasters or man-made incidents, RC shall notify in verbal and writing by text or email messages to the customers in the timely matter upon the incidents occurs. Customer(s)' prepaid deposit shall be 100% refunded within three days of notice of cancellations. Customer hereby agree to waive any claims, lawsuits, and/or all/any legal actions against RC.

RC has the rights to refuse or cancel customer's booking due to harmful conducts physically or verbally which may damage RC's business or reputation including any threatening, illegal or unethical conducts, and/or violations to RC's term and condition before or during the event. In the above mentioned circumstances RC shall entitle to cancel or discontinue the event(s). Any prepaid deposit and/or all rental payments shall be non-refundable.

RC may terminate the event during the event, shall there be any illegal, unethical, violation of contract, and/or violation of laws conducts. No refund of the rental fee paid under such circumstances.

## **2. EVENT INSURANCE AND LIABILITY WAIVER (REQUIRED)**

Customers shall provide Event Insurance within three days before the event. Such event insurance needs include RC as co-insured and approved by RC. Customer agrees to assume all risks and expenses incurred from any personal injuries and/or food/beverage related illnesses that may occur as result of attendees at the event, inside or outside of the RC premises.

**Customer's Event Insurance is required to add Royal Crystal Event as co-insured and a certificate of insurance shall be emailed to :**  
**[RoyalCrystalEvent@gmail.com](mailto:RoyalCrystalEvent@gmail.com)**

**Suggested Vendor :** **[www.eventsured.com](http://www.eventsured.com)**  
**[www.theeventhelper.com](http://www.theeventhelper.com)**

WITH OR WITHOUT Event Insurance in place, Customer(s) is responsible to assure All food and beverage to be provided by licensed catering services which shall meet the health standard regulated by health department for human consumptions. WITH or WITHOUT Event Insurance in place, customer(s) and their guests/ attendees agree herewith to hold Royal Crystal Event Center (dba), Queen Elite International harmless from liability in the event of any personal injuries and/or food/beverage related sickness/illnesses. By signing this agreement Customer(s) shall assume entire responsibility and liability for their guests, attendees, and hired service workers, in references of personal injury, loss of properties etc. WITH or WITHOUT Event Insurance in place, Customer(s) waive the entire rights to sue or make claim against Queen elite International, or Royal Crystal Event Center, and/or their directors and staff. ALL Venders ( DJ, Special furniture rental etc ) needs to sign property damage and/or personal injury

Waiver Forms ( provided by RC) as independent contractor(s) service provider(s) .

### 3. CONSUMPTION OF ALCOHOL

In compliance with the liquor law Consumption of alcohol beverage must be handled by Royal Crystal licensed bartender service. Customer(s) are prohibited to bring any alcohol to the premises or drinking their alcohol by the door or parking lot.

Service Options :

Cash Bar (Guests pay at the bar)

Prepay Alcohol (Host prepay tab or package) \$ \_\_\_\_\_

To prevent excessive drinking, Royal Crystal by it's own discretion, may at any point of time request "stop" of consumption to the entire party or to ask particular guest(s) to leave the premises due to excessive, endangering alcohol consumption. NO drinking in the parking lot, by the door with the alcohol. **In any event of violations, Customer shall be fully responsible for all and any government fine incurred to the customer and to RC. For any alcohol consumption without RC knowledge, RC has full authority to stop the event or turn the event into contracted alcohol consumption event with additional monetary remedies. Incidental fee may be applied.**

### 4. SMOKING, TOBACCO, DRUGS USE IS PROHIBITED

The use of tobacco or cigarettes is strictly prohibited inside the premises. Cigarettes can be used outside the premises, so long as the discarded portions are placed in the proper receptacle ( Ash Tray).

**Marijuana is strictly prohibited inside nor outside the premises.**

Violation of use of tobacco or Marijuana inside of the building shall cause the forfeit of the incidental fee. RC may collect extra fees from customers to cover the cost to eliminate the smoke order and smell.

Sexual conducts is strictly prohibited inside of the premises.

### 5. REASONABLE CARE IN USE OF PREMISES, REFUND AND/OR APPLICATION OF INCIDENTAL FEES

Customer(s) shall use reasonable care in their use of RC venue and facilities. Customer(s) shall supervise their guests for reasonable precautions to avoid damage to all fixtures or moveable equipments, including but not limited to any severe stains from food or any fashion to furnitures, fabric, fixtures furnitures, drapery and etc. in RC.

NO taping, nailing or attache any thing attache on any part of the wall  
NO food trash are allowed to dump in toilet or sinks'

NO taping, double sided tape is strictly forbidden used on to any of the fixtures in the premises.

Customer(s) shall not use the venue in any manner that causes an unnecessary hazard to the building. If any damage to the building, property or equipment is caused by Customer(s) or Customer(s)'s guests or employees, Customer(s) shall be liable for the cost of such repairs or replacement. Any damage or equipment disorder issues must be reported immediately to Royal Crystal staff. **INCIDENTAL FEES MAY APPLIED TO DAMAGES TO RC PROPERTIES AT RC'S DISCRETIONS.**

## **6. Customer must advise RC's management the decoration plan within one week before the event starts,**

**All wall or ceiling decorations needed to be installed by Royal Crystal staff ( fee may apply ). LITE CANDLES, GLITTERS OR CONFETTI, SMOKE, FLAMMABLE ITEMS ARE NOT ALLOWED.**

All tools, and/or ladders on premises are for RC staff use only. Customer(s) shall not use tools and/or ladders to climb or attempt to fix or adjust fixtures, such as lightings or drapery, etc. Be extreme cautious for Any moving, relocating the furnitures , tables, chairs to avoid incidents and potential personal injuries.

## **7. LIABILITY WAIVER TO RC FOR MINOR CHILDREN ATTENDEES,**

There may be Minor Children attending the event. It is Customer's full responsibility to assure all Minor Children are under adult supervision in the entire time of the event inside and outside proximity of RC building. The client agrees to assume all risks and expenses due to any personal injuries and/or food/beverage related illnesses that may occur as result of Minor Children attending the event, inside or outside of the RC premises. Customer(s) shall hold RC Event Center (dba) an

Bedrock USA Limited ( Building Owner) harmless from liability in the event of any injuries to the Minor Children attendees.

**8. For all Lost items or customer's personal properties and equipments placed or left in RC premises,** RC is not responsible to store or keep any of above mentioned properties. It is possible lost items may be discarded during cleaning. **Table, Chairs, linens, chair covers, speakers, projectors all furnitures are complimentary amenities,** therefore, RC is not in the position to guaranty these amenities in perfect conditions. For instances table linens and chair covers are not wrinkle free and in perfect cleaning conditions.

**9. RC staff has rights to view the entire event time through camera(s)** on the premises and interrupt the event or terminate the event solely at RC staff's discretion shall there be any violations to the terms and conditions. Should such incidents occurs, customer must terminate the event immediately and vacate the venue. No refund of rental payments or incidental fees under such circumstances. Customer(s) is forbidden to turn off or remove the camera(s) any time during the event(s).

**10. To ensure to serve the best our ability to every events, Customer(s) are advised to have a short walk through at set up time and inform RC staff for any issues which needed to be addressed to or solved before the event starts. For issues that were not advised to RC staff before the event starts, RC is not in the position to correct or refund after the event. However, we the management of RC are committed to keep high standards customer's services and would greatly appreciate constructive comments and feedbacks from all customers.**

**SIGNED BY :**

**SIGNED BY**

\_\_\_\_\_  
**CLIENT      Date :**

\_\_\_\_\_  
**RC Manager    Date :**

\_\_\_\_\_

**Special Terms and Conditions subject to the Covid-19 mandate:**

**For current or future bookings that falls into the business closing duration due to future governor's mandate, there will be 100% deposit refund. No refund for any other circumstances. All bookings are to comply to government's protocols and restrictions at the time of event including but not limited to numbers of guests allowed. Customer is advised to act on maximum precautions such as taking body temperature and provide hand sanitizer, to all guests. Hosting customers agree to hold RC harmless from possible personal injuries or contracting diseases among the attendees may or may not incurred in or due to the events.**

**In comply to current CDC recommendations, our space including Tables, Chairs, all surfaces have been cleaned with disinfectant. For customer to further follow Covid-19 Phase II re-opening protocols during the event, customer agrees by initial the checklist box below :**

**Customer's name** \_\_\_\_\_

**Date of Event :** \_\_\_\_\_

**Notes:**



Attachments: