



1 VENUE RENTAL FEES

A The client agrees to pay an initial nonrefundable deposit of \$500. This payment serves to hold the venue for the specified date of event and is payable at the time of contract signature. This \$500 deposit will be applied to the final total owed.

B The client agrees to pay a refundable DAMAGE DEPOSIT of \$250. This payment will be returned to the client up to two weeks after the event has been held after the equipment and property have been inspected for damage. Any additional labor cost incurred due to excessive cleaning will be deducted. This payment is due 14 days prior to the date of the event.

C The remaining agreed upon VENUE RENTAL FEES will be due 14 days prior to the date of the event. Unpaid balances may result in cancellation of event.

2 DATE CHANGE – If the client is forced to change the date of the event, every effort will be made to support the new date. The client agrees that any additional expenses related to the date change are the sole responsibility of the client.

3 CANCELLATIONS – If the event is cancelled, all payments made to date are nonrefundable. All cancellations must be in writing and submitted to starspanglecatering@gmail.com. HOWEVER, the Venue Rental Fee will be refunded if the property has been re-rented for the entire period and the replacement event prepayments have cleared. We will make every effort to rebook the property; however, if the property is not rebooked the client will forfeit all monies paid. If a cancellation is successfully re-rented, all of the Venue Rental Fees, taxes, and Damage Deposit will be refunded, less a \$100 cancellation fee.

4 NOISE ORDINANCE – The client agrees to be responsible for complying with Virginia Beach noise ordinance laws. Any violations will be the responsibility of the client; including criminal charges, fines, and fees.

5 DECORATIONS – Decorations may not be hung with tape, wire, nails, screws, or other devices that will damage the property. NO glitter, confetti, or any type of sparkles that shed. All decorations are to be put up 2 hours prior to event and taken down 1 hour after the conclusion of the event, unless other arrangements have been made in writing to starspanglecatering@gmail.com. The use of birdseed and blowing bubbles is permitted only outside. Rice, pyrotechnics, and sparklers are not permitted inside or

outside. Balloons are allowed inside, but balloon releases are not allowed outside. All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass.

6 ALCOHOLIC BEVERAGES/ILLEGAL SUBSTANCES – All alcoholic beverages will be served by a Star Spangle Catering Inc employee. There will be a \$150 bartender fee for contracted events. Last call will be 20 minutes before the end of the event. Alcoholic beverages may not be served to minors. Illegal substances are not allowed on the property. Criminal activity, any endangerment or threatening actions towards staff or other guests, or behavior that may potentially cause damage to the business or property are prohibited. For those reasons, Star Spangle Catering Inc reserves the right to end or close the event. This will be conducted with local law enforcement if required, up to and including civil/criminal charges filed. No monetary refunds will be given for terminated events.

7 SMOKING – No smoking is allowed inside the venue. Smoking is permitted only in designated areas outside.

8 CHILDREN – All children under the age of 16 must be supervised at all times.

9 GRATUITY AND TAXES – A 20% gratuity and 11.5% state and local taxes will be added to all food, beverage, and supplies purchased. State tax of 6% will be applied to all rental items, including Venue Room Rentals and service fees.

10 INSURANCE – By entering this agreement, Star Spangle Catering Inc is to be held harmless from any and all injury or damages to person or property associated with any event on the demised premises including banquet rooms, facility or the entry ways, or such portions of the sidewalks, driveways, and delivery areas as adjoin said premises (not caused by negligence of the person to be held harmless, including all costs, expenses, claims or suits arising in connection therewith). To that end Star Spangle Catering Inc will at all times during the term hereof, at its own cost and expense, carry with a company or companies public liability insurance on the demised premises (including said entry ways, driveways, and delivery areas).

I have read and understand the above requirements and agree to comply with all terms.

Client Name_____

Client Signature_____

Date_____

Star Spangle Catering Inc Representative_____

Star Spangle Catering Inc Signature_____

Date_____