

Client/Renter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_

Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Private\_\_\_\_\_\_\_Public\_\_\_\_\_\_\_\_

For use of the event space on the date and time stated below, a rental fee of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Hours\_\_\_\_\_\_\_\_\_\_

Set Up Time: 1 Hour Prior to Event

Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wrap Time: 30 Mins After Event

End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_60” Round Tables

\_\_\_\_\_\_96” Rectangular Tables

\_\_\_\_\_\_ # of Chairs w/ Covers &

Table Linens

White or Black (Included in Rental)

Guest Count: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add On:

Event Helpers $20 Per Hour \_\_\_\_\_\_\_

(Set-up & Breakdown, Server)

A deposit of fifty percent (50%) is needed to confirm the event date and space. The total remaining balance will be due two weeks (2) prior to the event date. Cash, cash app, Zelle, money order and all major credit cards are accepted. Money orders should be made out “Elegance Event Hall”.

Rental First Payment Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_Payment Method: \_\_\_\_\_\_\_\_\_\_\_\_

Rental Final Balance Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount: \_\_\_\_\_\_\_\_\_\_\_\_Payment Method: \_\_\_\_\_\_\_\_\_\_\_\_

Security/Incidental Deposit (Additional to Rental Amount):\_\_$200\_\_ Payment Method: \_\_\_\_\_\_\_\_\_\_\_\_

By signing this agreement, the client acknowledges and accepts the rental guidelines and agrees to the terms and conditions outlined within the rental agreement and guidelines.

Client/Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledge by The Elegance Event Hall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.) Event hours

The standard rental period is four (4) hours of event time, 1 hour for setup and 30 minutes for wrap-up, for a total of four (5.5) hours. Event time begins at the anticipated guest arrival time.

Additional event hours may be added to a standard rental at any time before or during the event at a rate of $200 per hour. Additional hours added during the event are subject to approval by the venue manager on duty. All events must end by 3:00AM the morning following the start of the event,

Additional setup/breakdown hours may be purchased at a rate of $100 per hour on the event date. Additional setup hours are based on availability. Should the client wish to purchase the day prior to the event date for setup, this may be done for a cost of $500 for access to the venue from 10:00AM to 5:00PM. The setup day prior to the event date may only be added two (2) weeks before the event date.

Holiday rate of an additional $250 &up will apply to select dates that fall on holidays, and days of The Elegance Event Hall’s discretion (ex. Thunder Over Louisville, first Saturday in May and previous Thursday and Friday [Derby Week], Sunday before Memorial Day, Fourth of July, Sunday before Labor Day, New Year Day, etc.) Please contact the office to obtain holiday pricing. Rental fees will not increase after the execution of a rental agreement.

Prices are subject to change without notice prior to the execution of a rental agreement.

2.) Payment Procedures

Elegance Event Hall requires prepayment of event cost before any event occurs. A fifty percent (50%) non-refundable first payment is required within three (3) days from receiving the rental agreement. A signed rental agreement and first payment are required to reserve the event space on (a) specific date(s).

The non-refundable first payment will be applied to the balance due. The remaining balance is due seven (7) calendar day prior to the event: at this time a completed credit card authorization form will be required. An invoice will be sent for any cost incurred after the final balance has been paid.

Additional charges may be incurred for a variety of reasons such as: additional hours added, last-minute changes, any revisions, and damage to the facilities.

Visa, MasterCard, Discover, and American Express are accepted. Charges may appear as “Elegance Event Hall”. A convenience fee of four percent (4%) will be applied to all credit card transactions. Other forms of payment include cash, cash app, money order or certified checks. All checks/money order should be made out to “Elegance Event Hall”.

All payments made including first payments and subsequent payments are non-refundable.

3.) Cancellations

Should the event be canceled by the client, the client will have the opportunity to rebook a future event, applying all monies paid to a new agreement subject to any price and guideline changes, as long as the new event date is booked before the original event date. After the original event date has passed, all monies and opportunity to rebook will be forfeited. The client will only be able to cancel and rebook one time.

4.) Damage

Any damage to Elegance Event Hall beyond the normal wear and tear will be billed to the client. The client is responsible for the repair and/or replacement cost associated with such damage. Vomit located in the building or outside that’s is not properly cleaned up and removed will result in automatic $200 excessive cleaning fee.

5.) Set Up /Break Down

All venue equipment set up and break down will be provided by Elegance. Any items not provided by elegance are the responsibility of the client/ vendor for set and removal. All décor, rentals and equipment related to the event are to leave premises immediately following the event. No items are to be hung from the walls or ceilings. Security deposit will be lost if  items have not been removed post event.

6.) Alcohol Policy

This venue is not licensed to serve alcohol. If you choose to serve alcohol at your event, and your guest includes teenagers, young adults and/or children. It is your responsibility to keep track of the people who can legally consume alcohol. For events open to the public there has to be a licensed and insured bartender to sever alcohol. For private events, alcohol can be present at your event and you will be responsible for whom consumes it.

7.) Force Majeure

Should events beyond the reasonable control of Elegance Event Hall and the client, including. But not limited to (1) acts of God, (2) war, including armed conflict, (3) government regulation or advisory (including travel advisory warnings by the government, World Health Organization, or limitations on gatherings), (4) quarantine, (5) civil disturbance in the local area, (6) strikes, (7) terrorism or threats of terrorism in the United States as substantiated by governmental warnings or advisory notices, (8) curtailment of transportation services or facilities which would materially affect attendees from attending the event, (9) disaster, fire, earthquakes, tornados (10) unseasonable extreme inclement weather (11) shortages or disruption of the electrical power supply causing blackouts or rolling blackouts or other essential utilities, (12) any other comparable conditions that occur either in the location of the event or in the counties or states of origin of at least 40 percent of the guest or along their routes of travel, making the event commercially impracticable, impracticable to perform, illegal, or impossible to fully perform under these guidelines as the Parties originally contracted, the affected Party may terminate the rental agreement, without liability upon written notification. The client may choose to postpone the event to another available day adhering to the current guidelines and pricing at the time of rebooking. If the client chooses to not rebook within thirty (30) days of written notice, all monies paid will be forfeited and not made available to be used on a new agreement. Notice under this provision may be given at any time in advance of the event provided that the notifying Party has met the requirements of this provision.

8.) Parking

Parking is included with all rentals at Elegance Event Hall. Elegance is not responsible for any incidents that may occur in or because of parking at Elegance Event Hall.

9.) Venue Staff

A representative from Elegance Event Hall will be available throughout the length of the client’s event and can be reached by calling or texting the office number (502-224-5216) should they not be immediately seen during the event. The venue staff will have the final say on all matters dealing with or concerning the venue property including but not limited to sound levels and occupancy levels. The venue staff/representative may not be someone that the Client has met or interacted with prior to the event date.

10.) Caterers

All caterers used for public events must present to Elegance general liability insurance coverage of at least 300,000 and must have the appropriate health/ business license at least fourteen (14) days prior.

11.) Security

Security personnel will be required for events hosting more than 100 guest and will be the responsibility of the Client. Confirmation of security details must be provided at least fourteen (14) days prior to the event.

12). Photo Release

Elegance Event Hall reserves the right to use images of your event and/ or guest for marketing purposes.

13.) Event Vendor/ Client Responsibility

When arriving you will do a walk through with the venue manager to make sure everything is in order and any questions are answered. You will be provided 4 big garbage bags, 3 rolls of paper towel, 2 rolls of toilet paper. If you need more…you must provide. When leaving ALL garbage must be picked up. Wipe down all tables and counter tops. Leave all garbage bags tied closed at the very back wall. Please check parking lot/ carpet grass to make sure there is no garbage left behind. If not complete we will deduct a cleaning fee from security deposit. We will take care of the sweeping and mopping.

ACCEPTANCE

I, the Client, have read the entire contents of these guidelines, and not relying on verbal statements not contained herein, understand and except this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client/ Renter (Please Print Name) Date

Client/Renter (Please Sign)

Elegance Event Hall | 2402 Hermitage Way, Louisville, KY 40242

 | 502-224-5216

www.eleganceeventhall502.com

Info@eleganceeventhall.com