

**ZERO TOLERANCE POLICY:** IF THE RENTERS', GUESTS', AND VENDORS' ARE DISRUPTIVE, ARE DISCOURTEOUS, DO NOT FOLLOW THE RULES, POLICES, THE SECURITY GUARD, STAFF AND THERE IS DAMAGES TO THE PROPERTY OF THE GRAND HALL, THE PERON OR PERSONS WILL BE EJECTED FROM THE HALL AND YOUR PARTY COULD OR WILL BE SHUT DOWN. INDIANAPOLIS NOISE ORDINANCE POLICY WILL BE ENFORCED. PLEASE REVIEW THE INDIANAPOLIS NOISE ORDINANCE ON THE WEBSITE.

1. **THE EVENT DATE** (reservation and (down payment) set forth in the RENTER CONTRACT AGREEMENT (front page) is non-transferable and non-assignable, without the express written consent of The Grand Hall. The renter's contract is a binding agreement between RENTERS', ESEC, Venture Consultants, for agreed upon rental fee and service fees stated in RENTER CONTRACT AGREEMENT. **2. FUNCTION/EVENT:** The Grand Hall agrees to the RENTERS' request to provide facilities (The Grand Hall) and provide services for the sole purpose of the EVENT CONTRACT AGREEMENT. The actual time agreed upon is reflected in the Renter Day Of Event Timeline due (20) twenty days prior to the Event Date. Events must end by 2:00AM. A seating floor plan is due (20) twenty days prior to the Event Date. [www.thegrandhallatwestlake.com](http://www.thegrandhallatwestlake.com) (renter day of event timeline, seating floor plan). **BAR CLOSÉS ½ HOUR BEFORE EVENT END TIME. ALL DJ, BANDS, LIGHTED DANCE FLOOR, SPECIAL EFFECTS, PHOTO BOOTH, ALL VENDORS' END ½ HOUR BEFORE EVENT END TIME.** **3. CANCELLATION:** In no case shall The Grand Hall be liable to the RENTERS' for the direct, indirect, consequential, termination or cancellation of the RENTER CONTRACT AGREEMENT. THE RENTERS agree that time, money, resources, and loss of opportunities are required of The Grand Hall, ESEC and Venture Catering Consultants in reserving and preparing for the RENTERS'. If the RENTERS wish to cancel the Event, RENTERS' must deliver a written Notice of Cancellation signed by one or more person(s) authorized to do so per RENTER CONTRACT AGREEMENT by hand delivery, to ESEC at 700 North Highschool Road. If RENTERS' cancels outdoor site Events due to inclement weather RENTERS' agrees to waive any refund as liquidated damages and will have the right to a reschedule date at no charge for rebooking. In the event either the RENTERS', Venture Consultants Management or ESEC is unable to perform obligations or to enjoy any of its benefits because of an Act of God or pandemic, epidemic, natural disasters, or decrees of possible the fault of the affected party, the party who has been so affected shall immediately or as soon as is reasonably possible under the circumstances give notice to the other party. We reserve the right for the new booking date requested. The Grand Hall may cancel/terminate the RENTER CONTRACT AGREEMENT at any time before the Event Date, or anytime during the term of use if any of the following occurs: 1) Conditions arise that make use of the property (or any component thereof) dangerous to health, safety or welfare; 2) inability to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities, including emergency related severe weather conditions and other natural disaster; 3) the presence or behaviors of the RENTERS', AGENTS, VENDOR EMPLOYEES, VENDORS', or GUESTS' pose a threat to health, safety or welfare of the event participants or property; 4) non-payment of any fees due according to the Payment Schedules and RENTERS' CONTRACT AGREEMENT. 5) The Grand Hall reserves the right to prohibit the Event, which is required by local municipalities to have a valid Permits or Licenses that the RENTERS' or VENDORS' did not acquire. 6) In the case of inclement weather, The Grand Hall makes no assurances or warranties that an alternate Event Date may be available. Cancellation Insurance: [www.indemn.ai](http://www.indemn.ai) [www.eventsure.com](http://www.eventsure.com) **4. COSTS:** BASE RENT + CLEANING DAMAGE DEPOSIT + SERVICE COST + 1 (one) BARTENDER + 1 (one) SECURITY GUARD and the Number of BUSSERS and Time needed. A deposit of \$2,000.00 is due upon signing the RENTER CONTRACT AGREEMENT and will become non-refundable. A fee will apply IF THE GRAND HALL GRANTS A CHANGE DATE OF THE EVENT OF \$500.00. If all balances of rent and fees are not paid 30 days prior to Event Date, a \$100.00 fee is charged, and Cancellation of EVENT WILL TAKE PLACE. Event Date Change cost is \$500.00 with restrictions as to the new date if available and granted. The Grand Hall is under no obligation to do so. A Cleaning Damage Deposit of \$1,000.00 is an additional fee charged. Money will be withheld because of the Expenses of Extra Cleaning or Damages to Property. The Cleaning Damage Deposit will be refunded within 10 business days after the event date to the designated RENTER if all policies of all cleaning and no damages occur. Payment methods: Cash, Credit Card, (Checks and Money Orders Payable to: Venture Catering Consultants). **5. INCLUSIONS:** THE RENTERS' agree that the capacity of the Hall will not exceed 500 guests. Events include the Brides Suite, Coat Room, Fully Equipped Kitchen, Bathrooms, Trash Dumpsters, Grease Barrel, Parking for 500, and for VENDORS', Picnic Area, Bar Portable as needed, Fixed Main Bar, Wooden Dance Floor and Stage. Blue Chairs are included for up to 500 guests along with 20 8ft. rectangle tables, (50)- 72-inch round tables and (2) 28-inch cake tables. Ice for 500 guests is provided. Bathroom supplies for 500 guests, trash cans on rollers and trash bags are provided. **6. INSURANCE:** The Grand Hall does not supply separate Event Insurance on behalf of the RENTERS' or VENDORS'. THE RENTERS' responsible for ensuring that all VENDORS' they hire produce Certificates of Insurance for the coverage of the products and services. Event Insurance: [www.indemn.ai](http://www.indemn.ai) [www.eventsure.com](http://www.eventsure.com) **7. SAFETY and HEALTH:** The RENTERS' and VENDORS' must fully comply with Federal, State, County and Local Laws and Requirements. RENTERS' and VENDORS' are to follow all safety regulations regarding exits, exit doors must be left accessible, lighting, electricity, parking safety, smoking policy, ABC alcohol laws. No firearms or weapons are permitted on the grounds or in The Grand Hall. **8. AUDIO VISUAL/COMPUTER:** Audio Visual is available for a \$150.00 fee; guidelines are made available. Microphones (requires a \$100.00 deposit. Enjoy Wireless service (WI-FI). Internet connection is available. RENTERS' and VENDORS' are not permitted to download any files to The Grand Hall computer. **9. MUSIC SOUND:** DJ may be asked to turn down the sound to reasonable levels so the near neighbors of The Grand Hall, GUESTS', STAFF, VENDORS' are not adversely affected by extreme volume of music. We will ask the levels to be adjusted one time. If no compliance the DJ or Band will be asked to leave the Hall and to return after the event to pick up the equipment. One Warning Will Be Given. Indianapolis noise ordinance and provisions and article will be enforced. **10. DEPARTURE:** Event must end by the specified end time on the Renter Day of Event Timeline. All guests must be off the premises in a timely manner. **11. INDEPENDENT VENDORS':** The decorators are responsible for unstacking chairs. The RENTERS' are responsible for booking all THRID PARTY VENDORS'. ALL VENDORS' MUST REGUSTOR ON OUR WEBSITE THIRTY DAYS (30) PRIOR TO THE EVENT DATE AND PAY A VENDOR'S FEE. ALL VENDORS' MUST adhere to the terms of the guidelines listed in VENDORS' Registration Forum. Website [www.thegrandhall@westlake.com](http://www.thegrandhall@westlake.com) All VENDOR materials must be removed from the property or anywhere on the property or there will be a charge to the RENTERS'. The catering company is responsible for the set-up, breakdown, and clean-up of the catered sites in the kitchen and all food AREAS where food or drink is provided inside and outside the Hall. Cooking is not permitted on the carpet or the patio areas where prohibited. Keep DOORS CLOSED as much as possible to keep the Air Condition at its peak performance during set-up. NO PROPANE IN THE BUILDING! Cooking oil must be placed in the Grease Black container behind kitchen outside which is labeled cooking oil. NO GREASE OIL DOWN THE SINKS! There is no water hook up access outside of the building without a \$50.00 deposit for the water key. No parking on the lawn, grass, roadways, and access driveways. No vehicles may be left overnight. **12. ALCOHOL:** The Grand Hall assumes no responsibility or liability because of RENTERS'S having their own alcohol at the Event. The Grand Hall is in authority to stop service to any individual or individuals. Alcohol consumption may begin at the agreed upon start time of the Bar on Renter Day of Event Timeline. Our Certified Bartenders must serve all alcohol. **NO SELF SERVICE IS PERMITTED.** Alcohol service must be terminated promptly thirty minutes before the scheduled end time of the Event SHEET. Alcohol consumption is limited to the inside of the Hall. It is unlawful to sell, furnish, give, or permit any other person to sell, furnish, or give an alcoholic beverage to a minor or a visibly intoxicated person. Kegs are prohibited. We reserve the right to refuse alcohol service to any person. The Grand Hall follows ABC Laws of Indianapolis, Indiana. No RENTERS may sell alcohol without a permit and license. NO WATER OR SOFT DRINKS ARE SERVED FROM THE BAR. **13. SECURITY:** All parties after 9:00 PM require a security guard. The Grand Hall, ESEC and Venture Consultants Management will not be responsible for RENTERS' invited/uninvited GUESTS' and VENDORS' for vehicle damage, property theft, or unruly person(s) who may cause harm to others. The Grand Hall reserves the right to request any person or group of people acting unruly to leave the premises. The Grand Hall reserves the right to close the bar at their discretion. **14. DECORATIONS:** DO NOT SHAKE TABLECLOTH ON THE FLOOR. No flame, nails, thumb tacks, screws, glue, staples, glitter, or confetti are permitted. Decorations are to be removed by the RENTERS', or VENDORS', immediately following the Event. Any decorations left at The Grand Hall will be considered Property of The Grand Hall. Keep DOORS CLOSED as much as possible during set-up to keep the Air Condition at its peak performance. Helium balloons must be weighed down. When removing balloons at end of event, balloons in chain formation must be placed in trash bags for removal. Fastening or affixing Balloons to ceiling, walls or surfaces is prohibited. Decorators MUST be inside The Hall at the end time of the event to begin the process of taking everything out of the building. **15. SPECIAL EFFECTS:** Fireworks are not permitted on the premises. **Cold sparks are allowed.** Sparklers are only allowed outdoors. Renter must pick up the used sparkler and place it in trash. No candle flames (fire) are permitted. **16. ELECTRICITY/SOUND CABLES, SUPPLY AND USAGE:** RENTERS' and VENDORS' agree to ensure that any electrical usage does not exceed capacity or must not be used to exceed their listed ampere rating. All electrical/sound cables/wires must be covered. **17. CLEAN-UP AND DISPOSAL AND REMOVAL:** RENTERS' & VENDORS' are solely responsible for the Clean-up and Disposal of ALL Trash before, during and immediately after the Event of all areas of the hall inside and outside regardless of if the RENTERS have paid bussers. RENTERS' – Exclusion Cleaning (Not Cleaning the Bathrooms). All event trash must be disposed of in the designated area BEHIND THE KITCHEN IN THE DUMPSTERS at set-up time, and the conclusion of the EVENT AND DURING YOUR EVENT. ROLL THE TRASH CANS ONLY!!! DO NOT DRAG TRASH BAGS PLEASE! THE BATHROOMS ARE PROVIDED FOR YOUR COMFORT, NO ABUSE WILL BE TOLERATED. **18. ITEMS LOST, STOLEN, OR LEFT BEHIND:** The Grand Hall is not responsible for items brought to the Hall or used by the RENTERS', VENDORS', and GUESTS' before, during or after the event. Anything left will be considered abandoned property. **19. MISCELLANEOUS:** No motorized vehicles can be brought into the facility. No animals can be brought into the facility (service animals acceptable). No gasoline engines or motors run inside the facility. No food or beverages are permitted in any carpeted area without carpet protectors provided by the RENTERS' or the VENDORS' providing you with food and beverage products. No drones are permitted inside the facility. All exits must be kept unobstructed. **NO CHEWING GUM, NO CONFETTI DOTS, NO CONFETTI POPPERS, DO NOT TOUCH, PULL ON WINDOW SHADES.** **20. LIABILITY:** The RENTERS' will not hold The Grand Hall, ESEC, Venture Catering Consultants or their principals, staff, management, and volunteers, liable for suit, actions, damages, and expenses in connection with damage to person or property, including injury, death, or illness, or for theft or damage, resulting from the use of The Grand Hall. The RENTERS' agrees to hold harmless and indemnify The Grand Hall, ESEC, Venture catering Consultants personnel and to the fullest extent permitted by law, including for any negligent actions or omissions of its own representatives and employees, unless solely caused by them, and agrees to obtain all liability insurance coverage for such damage or injury. RENTERS' agrees to indemnify, hold harmless and defend The Grand Hall, ESEC, Venture Consultants, its principals, agents and employees, from and against any and all loss, claims, liability or costs and attorney's fees to third parties, other than liability solely the fault of The Grand Hall, ESEC and Venture Catering Consultants, its principals, agents and employees arising from the acts or omissions of RENTERS', GEUSTS, and their VENDORS' or other agents, whether or not the negligent act was caused in part by a party indemnified hereunder, including The Grand Hall, ESEC and Venture Catering Consultants, its principals, agents and employees. **21. WAIVER OF CONTRACTUAL RIGHT:** The failure of either party to enforce any provision of the FACILITY USE, TERMS, AGREEMENTS, CONDITIONS, POLICIES, PROCEDURES, RULES AND RENTER CONTRACT AGREEMENT is not construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of the RENTER CONTRACT AGREEMENT and this document. **22. NO RESPONSIBILITY:** The Grand Hall, ESEC, Venture Consultants Management accepts no responsibility for the preparation of any food or beverages prepared at The Grand Hall by anyone, or alcoholic beverages served, and soft drinks provided for the benefit of RENTERS' GUEST, VENDORS' or brought into The Grand Hall or on the grounds by RENTERS', GUESTS' or VENDORS' for consumption at any time.