GENERAL POLICES: All documents pertaining to your event have been written in English, which shall be the controlling language for all purposes and any translations of documents pertaining to your event. There are no addendums or modifications, no oral agreements and verbal understandings that will be or shall be binding or used for any purpose and agreements. There are more terms and agreements and understandings on VCC's contract.

Renter agrees and understands all: ESEC RENTAL AGREEMENTS, FEES, TERMS AND CONDITIONS, POLICIES. Renter agrees to understand all FEES, Conditions, Terms, Agreements. Further, understands all of Venture Catering Consultants PROCEDURES, GUIDELINES, POLICIES, RENTAL DAY OF EVENT TIMELINE DUE DATE, FLOOR PLAN DUE DATE, and payment timelines as outlined according to due dates to Venture Catering Consultants billing that pertain to the EVENT.

1. **ACCESS:** Renter and Vendors have access to The Grand Hall on the day of the event at 6:00am or as recorded on the Renter Day of Event Timeline. **All Vendor's on the day of the event must be set up by 3:00pm.** WE WILL ONLY GIVE YOU 500 CHAIRS FOR YOUR TABLES. If you have more than 500 guests some will be asked to leave.
2. **EVENT & TIMELINES: DAY BEFORE SET UP IF AVILABLE, IT IS $500.00 FOR 8 HOURS. No Alcohol Permitted. This is per-party work set-up only.**
   a. **RENTER'S EVENT DATE:** The actual times are recorded in the Renter Day Of Event Timeline, which is due (30) thirty days prior to the Event Date. All times are pursuant to policies. Events must end by 2:00AM. Bar 1:30AM.
   b. **VENDORS END TIME:** All Bands, DJ's, Last Song/Last Dance at 1:30 or on the Renter Day of Event Timeline.
   c. **DEPARTURE**: All guests and vendors must be off the premises and the parking lot in a timely manner. There is No next day pick up of decorations, food, other items.
3. **INCLUSIONS:** The RENTER agrees that the capacity of The Grand Hall will not exceed 500 guests. The event space includes a Fully Equipped Kitchen, Bathrooms, Trash Dumpsters, Grease Barrel, Parking for 500, plus Parking for Vendors, Picnic Area, Main Fixed Bar, Dance Floor, Stage, Blue Chairs along with 35 8ft. rectangle tables, (50)- 72-inch round tables and (2) 48-inch cake tables, and 6 high-tops, (linens not included). Ice for guests is provided. Bathroom supplies for guests, trash cans on rollers and trash bags are provided. NO GRAND HALL CHAIRS IN THE KITCHEN.
4. *CLEAN-UP - REMOVAL OF ALL THINGS: RENTER IS RESPONSIBLE FOR GUESTS, VENDORS, AND KITCHEN STAFF FOR ALL TRASH (disposable) ITEMS REMOVAL. ANYTHING BROUGHT INTO THE HALL, OUTSIDE OF THE HALL, ON THE GROUNDS OF THE HALL MUST BE TAKEN AT THE END OF THE EVENT. These duties must be done regardless of whether the RENTER has hired help* or their own help or doing it themselves. Renter cannot wait until the end of the event to start these duties. You must clear the tables and floors continuously during your event and take disposable items (trash) out to the dumpster. All items and waste, debris, bottles, cans, food, paper disposable products, decorations items, anything renter, guests, kitchen staff, or vendors bring into the Hall or on the grounds outside the building must be removed. Do not throw paper towels, toilet paper on the floor in the bathrooms or debris into the men's urinals or toilets. Renter cleans the picnic area, picnic tables, parking lot as needed of bottles, cans, trash, during and immediately after the event. RENTER is responsible for all Real China, glassware, metal eating utensils. We take no responsibility or liability for RENTER'S rented China, glassware, utensils at any time. All real China, glassware, and utensils must be removed by you or your vendor at the end of your event time or there will be a charge. If we have a scheduled event the next day after yours, the removal of these products is MANDATORY. Renter cannot leave anything after event outside the building or on the property. All event trash must be disposed of in the designated area BEHIND THE KITCHEN IN THE DUMPSTERS not left on the ground/s. **ROLL THE TRASH CANS ONLY! DO NOT DRAG TRASH BAGS PLEASE!** Heavy food, cake, or liquid spillage on the carpet will incur a cleaning charge.
5. **LADIES DRESSING ROOM & MENS DRESSING ROOM:** Hall Staff do not clean during and after your event of these rooms. These rooms are not provided for childcare rooms; they are dressing rooms only.
6. **ALCOHOL**: Venture Catering Consultants assumes no responsibility or liability because of RENTER or your vendors having their own alcohol at the Event. Venture Catering Consultants have the authority to stop service to any individual. Alcohol consumption may begin at the agreed upon start time stated on Renter Day of Event Timeline , no more than 9 hours of service. End time is also stated on Renter Day of Event Timeline and will be upheld as the time. **Our Bartender/s must serve all alcohol. NO SELF SERVICE IS PERMITTED.** It is unlawful to sell, furnish, give, or permit any person to furnish, or give an alcoholic beverage to a minor or a visibly intoxicated person. Kegs are prohibited. NO WATER OR SOFT DRINKS ARE SERVED FROM THE BAR. MUST BE 21 YEARS AGE TO APPROACH BAR. Renter brings all necessary glassware/plastic cups, (shot, wine, beer, cups) as needed, Bev-napkins, stir sticks, (mixers) Coke, Sprite,

Juices, other, and fruit garnish for the drinks being offered. **Venture Catering Consultants reserves the right to close the bar due to policy violations. All parties having alcohol after 9:00PM require a security guard. No Celebrity Bars. No outside vendor bartenders.**

7. **RENTER DAY OF EVENT FORM - TABLE & CHAIR FLOOR PLACEMENT FORM:** The Renter Day Of Event Form is due (30) Thirty days prior to the event date. A table and chair placement form are due (30) days prior to the event date. Failure to do so may cause delays to your event set-up.
8. **SAFETEY and HEALTH:** The RENTERS, GUESTS, and VENDORS must fully comply with Federal, State, County and Local Laws and requirements. RENTERS, GUESTS, and VENDORS are to follow all safety regulations regarding the Hall, exit doors must be left accessible, lighting, electricity, parking safety, and no smoking policy followed. DJ's or bands may be asked to turn down the base sound to reasonable levels so The Grand Hall neighbors, guests, staff, vendors are not adversely affected by extreme volume. Wayne Township noise ordinance and provisions and articles will be enforced. No firearms or weapons permitted on the grounds or in The Grand Hall. NO PEANUTS! NO FIRE PITS OR CAMPFIRES. NO motorized vehicles in hall. NO animals inside the hall or outside the hall. NO drones inside. If the fire alarm is pulled as a prank, the person/s involved will be ejected. This is a zero-tolerance rule.
9. **AUDIO VISUAL/COMPUTER:** Venture Catering Consultants AV staff must be hired to use The Grand Hall AV equipment. RENTER and VENDORS are not permitted to download any files to The Grand Hall computer.
10. **INDEPENDENT VENDORS:** The RENTER is responsible for booking all THRID PARTY VENDORS for their event. Renter must hire their own table bussers or cleaners or do it themselves. ALL RENTERS, GUESTS, and VENDORS must adhere to the policies and guidelines. All VENDORS materials must be removed from the Hall or anywhere on the property at the end of the event or there will be a charge to the RENTER. Venture Catering Consultants do not clean up Vendor's materials before, during or after the event. Your Catering Company or you, or who you have in the kitchen, is responsible for the set-up, breakdown, and clean-up of the catering sites of all trash, food or drink provided inside and outside the Hall. Cooking is not permitted on the patio area or ANY concrete, cement areas outside The Hall. Keep DOORS CLOSED as much as possible to keep the Air Condition and Heat at its peak performance during set-up time. Electricity, cables, and usage must be utilized in a proper manner and does not exceed capacity. All cables and wires must be covered by renters own carpet or adhesive tape. NO PROPANE IN THE MAIN HALL BUILDING. May be used outside. Cooking oil must be placed in the Grease "black" container behind kitchen outside which is labeled cooking oil. NO GREASE, OIL OR FOOD DOWN THE SINKS! No Hall chairs in the kitchen or outside.
11. **CHAIR RENTAL:** If you rent chairs from a third-party vendor, you or your vendor will need to remove our chairs or incur a $300.00 charge FOR US TO MOVE THEM TO THE STOREROOM.
12. **DECORATIONS:** VIOLATIONS WIIL REQUIRE YOU TO REMEDY IMMEDIATELY IF ASKED BY THE STAFF.
    NO adhesives, no nails, thumb tacks, screws, staples are to be used on the walls or floors. DO NOT ATTACH ANYTHING ONTO THE DANCE FLOOR! No glitter or confetti are permitted in the Hall. Decorations are to be removed by the RENTER, and VENDORS immediately following the Event. No fire flame candles permitted, only battery operated. Any decorations left at Grand Hall will be considered Abandoned Property. Venture Catering Consultants take no responsibility before, during and after the event of any equipment or food and beverage products of Renter or Vendors. Ballons must be weighed down. Fastening or affixing Ballons to ceiling, walls are prohibited. Do not shake linens onto the floor.
13. **SECURITY/VEHICLES**: Venture Catering Consultants, staff, 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. Venture Catering Consultants reserves the right to request any person acting unruly to leave the premises. No parking on the lawn, grass, roadways, and access driveways. No double parking, No parking in fire lanes, No vehicles may be left overnight.
14. **ITEMS LOST, STOLEN, OR LEFT BEHIND**: Venture Catering Consultants are not responsible for any items brought to the Hall or used by the RENTER, VENDORS, and GUESTS before, during or after the event. Anything left will be considered abandoned property.
15. **NO CHEWING GUM**, **GUMMI BEAR CANDY, CONFETTI, or CONFETTI POPPERS permitted.**
16. **DO NOT TOUCH or PULL-ON WINDOW SHADE SCREENS.**
17. **NO RESPONSIBILITY**: Venture Catering Consultants accepts no responsibility for the preparation or consumption of any food or beverages prepared or served at The Grand Hall to anyone, including alcoholic beverages, which are provided for the benefit of RENTERS, GUESTS, VENDORS, STAFF, at any time.

18. <u>RENTER MONEY REFUND Polices - REFER TO THE MAIN POLICY PAGES FOR PERTINENT INFORMATION.</u>

THE RENTER IS RESPONSIBLE FOR CLEANING UP AFTER ALL GUESTS AND VENDORS

ESEC / VENTURE CATERING CONSULTANTS TAKES NO RESPONSIBILITY OR PERFORMS ANY CLEANING DUTIES FOR RENTERS, GUESTS, AND VENDORS.

IT IS SOLEY THE RESPONSIBILITY OF THE RENTER TO PERFORM ALL CLEANING REQUIREMENTS AS OUTLINED IN THE POLICIES DOCUMENT AND THIS RENTERS REFUND CLEANING DEPOSIT DOCUMENT. YOU AS THE RENTER, ARE TOTALLY RESPONSIBLE FOR MEETING ALL CLEANING POLICIES, REQUIREMENTS AND DUTIES.

KITCHEN- CLEAN ALL TABLES, SINKS, NO FOOD LEFT IN SINKS, OVENS, EQUIPMENT, WALK-IN. FLOORS (SWEPT AND MOPPED). REMOVE ALL TRASH, FOOD AND DRINKS. ANYTHING BROUGHT INTO THE KITCHEN MUST BE TAKEN OUT. **NO COOKING ON THE CONCRETE OUTSIDE THE HALL. NO DUMPING OF FOOD ON GROUNDS. We do not supply smallware's, chaffers, and cut broads.**

TABLES AND FLOORS- ALL TABLES MUST BE CLEARED OF WASTE AND PUT WASTE INTO TRASH CANS DURING THE EVENT AND AFTER. ALL THINGS ON THE FLOOR MUST BE PICKED UP AND PUT INTO TRASH CANS DURING THE EVENT AND AFTER. FLOORS UNDER BUFFET FOOD TABLES, BEFFET FLOOR SWEPT AND MOPPED. THESE RENETER DUTIES MUST BE PERFORMED REGARDLESS OF WHETHER THE RENTER HAS HIRED HELP. RENETER AND VENDORS **<u>CANNOT WAIT UNTIL THE END</u>** OF THE EVENT TO START ALL THESE DUTIES LISTED HERE AND IN THE POLICES DOCUMENT AND CONTRACT. YOU MUST CLEAN THE TABLES AND FLOORS OF TRASH CONTINUOUSLY. ROLL ALL TRASH CANS OUT TO THE DUMPSTER WHEN FULL SO THEY CAN BE CONTINUOUSLY FILLED AND REFILLED AND USED DURING THE EVENT. Use trash can liners please! DO NOT LET THEM OVERFLOW ONTO THE FLOOR. **<u>DO NOT DRAG TRASH BAGS TO THE DUMPSTER!</u>** TABLECLOTHS ARE NOT TO BE SHAKEN OFF ONTO THE CARPET.

DECORATIONS- DECORATIONS CANNOT BE LEFT OVERNIGHT, INSIDE OR OUTSIDE. CAN NOT BE STORED IN ANY Hall STOREAGE UNITS. NO CONFETTI, FOIL DOTS, SILLY STRING, PLEASE REFER TO THE MAIN POLICY PAGE FOR OTHER PERTINENT INFORMATION. TABLECLOTHS ARE NOT TO BE SHAKEN OFF ONTO THE CARPET. DO NOT POP BALLOONS AND LEAVE THEM. TAKE THE ENTIRE BALLOON CONFIGURATION OUT OF THE HALL IN ONE PIECE AND TIKE THEM WITH YOU OR PUT IN TRASH. DECORATORS ARE TO CLEAN UP ALL OF THEIR RELATED PRODUCTS AND REMOVE PRODUCTS AT THE END OF THE EVENT. LEAVE NOTHING!

BATHROOMS- DO NOT THROW PAPER TOWELS, TOILET PAPER, CANS, TRASH ON THE FLOOR OF THE BATHROOMS OR DEBRIS INTO THE MEN'S URINALS.

PICNIC AREA- PICNIC TABLES, PICNIC AREA, MUST BE CLEANED OF BOTTLES, CANS, TRASH, DURING AND IMMEDIATELY AFTER THE EVENT.

CARPET- HEAVY FOOD SPILLS, CAKE DROPPED, LIQUID SPILLS, OTHER FOOD WASTE AND OTHER ITEMS THAT STAIN THE CARPET WILL INCUR A CLEANING CHARGE.

VENDORS- RENTER IS RESPONSIBLE FOR ALL CLEANUP AND DAMGE OF THEIR VENDORS. DJ, DECORATOR, CATERER.

BAR SERVICE GUIDELINES

MUST BE 21 – SHOW ID

ALCOHOL: Renter having their own provided alcohol at the Event.

The Grand Hall assumes no responsibility or liability because of renters having their own alcohol at the event for their guests.

Venture Catering Consultants have the authority to stop service to any individual. Alcohol consumption may begin at the agreed upon start time stated on Renter Day of Event Timeline. **Our Bartender/s must serve all alcohol**. **NO SELF SERVICE IS PERMITTED. NO CELEBRITY BARS or OTHER VENDOR BARS** It is unlawful to sell, furnish, give, or permit any person to furnish, or give an alcoholic beverage to a minor or a visibly intoxicated person. Kegs are prohibited. The alcohol service must be terminated promptly as per Renter's Day of Event Timeline.

Renter brings all necessary glassware/plastic cups, (shot, wine, beer, other cups) as needed, Bev-napkins, stir sticks, (mixers) Coke, Sprite, Juices, and fruit garnish for the drinks being offered.

ALL ALCOHOL IS SERVED AT THE BAR ONLY

NO WATER—NO SODA—NO TEA - SERVED AT BAR

PLEASE RESPECT THE STAFF AND SECURITY GUARDS. THEY ARE DOING THEIR JOB BY INFORMING YOU, THE RENTER AND GUESTS AND VENDORS OF THESE POLICIES, AND ENSURING YOU THAT THEY ARE FOLLOWED BY YOU, YOUR GUESTS, AND YOUR VENDORS.

Date of Event: _____

Renter Signature: _____ **Date:** _____

Sales: _____ **Date:** _____