

Venture Catering Consultants is the authorized sales and operations provider for The Grand Hall.

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.

Renter agrees that he or she has read and understands all: ESEC VENUE RENTAL AGREEMENT, TERMS AND CONDITIONS, POLICIES. Renter agrees to follow Venture Catering Consultants PROCEDURES, GUIDELINES, POLICIES, RENTAL DAY OF EVENT TIMELINE DUE DATE, FLOOR PLAN DUE DATE, and Venture Catering Consultants fees that pertain to the EVENT. DATE OF: _____ Due 30 days prior to event date.

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 2:00pm.** THIS IS TO ALLOW AIR CONDITIONING AND HEATING TO ACHIEVE ROOM TEMPERATURE COMFORT.
2. **EVENT & TIMELINES:** Venture Consultants and renter/s agree to the request to provide products and services.
 - 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, Bar Closing, Last Song/Last Dance Will Be Announced at 1:30 or One-Half Hour before Renter Day of Event Timeline.
 - c. **DEPARTURE:** All guests and vendors must be off the premises in a timely manner.
There is No next day pick up of decorations or renter's products.
3. **INCLUSIONS:** The RENTER agrees that the capacity of The Grand Hall will not exceed 500 guests. The event space includes the Bride's Suite, Groom's Room, Fully Equipped Kitchen, Bathrooms, Trash Dumpsters, Grease Barrel, Parking for 500, plus Parking for Vendors, Picnic Area, Main Bar, Dance Floor, Stage, Blue Chairs along with 40 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.
4. **SAFETEEY and HEALTH:** The RENTER and VENDORS must fully comply with Federal, State, County and Local Laws and requirements. RENTERS and VENDORS are to follow all safety regulations regarding the Hall, exit doors must be left accessible, lighting, electricity, parking safety, and smoking policy followed. No firearms or weapons are permitted on the grounds or in The Grand Hall.
5. **AUDIO VISUAL/COMPUTER** Microphones (require a \$100.00 deposit. 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 unless authorized by The Grand Hall.
6. **INDEPENDENT VENDORS:** The RENTER is responsible for booking all THRID PARTY VENDORS for their event. ALL VENDORS must adhere to the policies and guidelines. All VENDORS materials must be removed from the property 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 who you have is responsible for the set-up, breakdown, and clean-up of the catering sites in the kitchen of all food or drink provided inside and outside the Hall. Cooking is not permitted on the carpet or the patio area. Keep DOORS CLOSED as much as possible to keep the Air Condition and Heat at its peak performance during set-up time. NO PROPANE IN THE MAIN HALL BUILDING. May be used outside or in the kitchen under the hoods. Cooking oil must be placed in the Grease "black" container behind kitchen outside which is labeled cooking oil. NO GREASE OR OIL DOWN THE SINKS!
7. **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. **Our Bartender/s must serve all alcohol. NO SELF SERVICE IS PERMITTED.** Alcohol service must be terminated

promptly thirty minutes before the scheduled end time stated on the Renter Day of Event Timeline 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 APPORACH and Be Served at the BAR AREA. The Grand Hall assumes no responsibility or liability because of RENTERS having their own alcohol at the event. The alcohol service must be terminated promptly as scheduled on the Renter's Day of Event Timeline. 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.

ALL ALCOHOL IS SERVED AT THE BAR ONLY! All empty liquor bottles will be displayed to the renter at the end of the event. Venture Catering Consultants reserves the right to close the bar due to policy violations. All parties after 9:00PM require a security guard.

8. **SECURITY/VEHICLES:** 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 or group of people acting unruly to leave the premises. No parking on the lawn, grass, roadways, and access driveways. No vehicles may be left overnight.
9. **DECORATIONS** No flames are permitted in the Main Hall. No nails, thumb tacks, screws, staples are to be used on the walls or floors. No glitter or confetti are permitted in the Hall. Decorations are to be removed by the RENTER, and VENDORS immediately following the Event. Any decorations left at The Grand Hall will be considered Abandoned Property. Venture Catering Consultants take no responsibility at any time before, during and after the event of any equipment or products of Renter or Vendors. Helium ballons must be weighed down. Fastening or affixing Ballons to ceiling, walls are prohibited.
10. **CLEAN-UP AND DISPOSAL AND REMOVAL:** RENTER & VENDORS, KITCHEN STAFF 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 RENTER has paid help or people to do this task. RENTER – Exclusion of Cleaning the Bathrooms. All event trash must be disposed of in the designated area BEHIND THE KITCHEN IN THE DUMPSTERS at set-up time, during and the conclusion of the EVENT. ROLL THE TRASH CANS ONLY! DO NOT DRAG TRASH BAGS PLEASE!
11. **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.
12. **NO CHEWING GUM, NO CONFETTI DOTS, NO CONFETTI POPPERS are allowed in the Hall.**
13. **DO NOT TOUCH or PULL-ON WINDOW SHADE SCREENS.**
14. **NO RESPONSIBILITY:** Venture Catering Consultants accepts no responsibility for the preparation of any food or beverages prepared and or served at The Grand Hall to anyone, including alcoholic beverages, and soft drinks which are provided for the benefit of RENTERS, GUESTS, VENDORS, STAFF or brought into The Grand Hall or on the grounds by RENTERS, GUESTS or VENDORS for consumption at any time.
15. **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 and timeline procedures on event day.
16. **CHAIR RENTAL:** If you rent chairs from a third-party vendor, you or your vendor will need to remove our chairs or incur a \$200.00 charge FOR US TO MOVE THEM TO THE STOREROOM.

Signature: _____ **Date:** _____