



Luxury Event Space & Full Service Bar

Venue Rental Contract

Date of Event: _____

Type of Event: _____

Event Start Time: _____ to _____

Renter: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell #: _____ Home: _____ Work #: _____

_____ Add'l Point of Contact:

_____ Cell #: _____ Home #: _____

_____ Number of People to Attend: _____

**Is alcohol to be served? _____ Yes _____ No SECURITY IS
REQUIRED FOR ALL EVENTS THAT SERVE ALCOHOL CASH**

BAR FEES:

ALCHOL SERVED FOR 0-50 GUESTS \$150.00 _____ ALCHOL
SERVED FOR 50-100 GUESTS \$200.00 _____

NO OUTSIDE ALCHOL ALLOWED ON PREMISES!

Rental Fees:

\$850 (weekend)

\$475 (weekday) Security Deposit:

\$150.00 (Refundable after the event if no damages)

Total Due: _____

Total Paid Today: _____

Balance Due: _____

Renter has inspected the premises and accepts the use of the premises "as is". Renter agrees to indemnify and hold harmless *Birthday Sugar LLC.* from any claims of any kind, including but not limited to: attorneys fees arising from the use or occupation of the premises by Renter, Renter's guests, invites, agents, employees or any independent contractors working for the benefit of Renter. Renter further agrees to comply with all applicable ordinances and laws.

The Renter shall find the premises to be clean and safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the *Birthday Sugar LLC.* in a clean safe condition. Failure by the Renter to adhere to this provision, will subject Renter to loss of security deposit. The Renter also agrees to abide by all rules and regulations that are attached and made a part of the contract. The Renter is responsible for damage or breakage to any portion of Birthday Sugar LLC. and its property.

The Rental Procedures and Policies, Cancellation Policy, Reasons for Loss of Security Deposit, Rental Fees, House Rules

and Caterer, Florists & Event Planner Rules, which are enclosed hereto, are incorporated into this contract and by signing this contract, Renter is agreeing to all stipulations. In the event *Birthday Sugar LLC.* shall learn the Renter intends to violate said rules, it reserves the right to cancel this contract and return all payments made to Birthday Sugar LLC to the renter without further liability.

****Patrons must be 21 years of age to sign rental contract**
****No function will take place without adult supervision**
****Person who signs this contract must be present for function unless approved by Staff**

Please initial the following:

___ I have read and understand Rental Procedures and Policies, Cancellation Policy and Reasons for Loss of Security Deposit

___ I have read and understand Birthday Sugar LLC. (Including Alcohol Policy on BirthdaySugar.net)

___ I have read and understand Caterer, Florist and Event Planner Rules ___ I have read, understand and Birthday Sugar LLC, contract Signature of

Renter: _____ Date: _____

Signature of Birthday Sugar LLC. Representative:
_____ Date: _____

1880 South Union Ave, Ozark, Alabama, 36360 Tel: 334-345-2049

Renter: _____ Birthday Sugar LLC. Rental Contract

RENTAL PROCEDURES AND POLICIES

You are responsible for adhering to all regulations to the rental of Birthday Sugar LLC. **Please read through the entire package of rental information before signing the Rental Contract. Failure to do so may result in loss of all or part of your damage deposit.**

A completed and signed Rental Contract and a \$150 security deposit, and 50% of rental rate are required to guarantee rental date.

The remaining rental balance and miscellaneous charges are due the day no later than 14 days prior to your event date. Failure to pay the balance within the 14 days may result in loss of damage deposit and date requested.

If event is less than 14 days away, a \$150 damage deposit, full rental payment and all miscellaneous charges are due upon submission of completed and signed Rental Contract.

☐ Damage deposit will be refunded provided that Birthday Sugar LLC staff is assured that all contract requirements are fulfilled.

☐ Refund of damage deposit will be issued by check in approximately 10-14 business days after date of event.

☐ Birthday Sugar LLC., at their discretion may, cancel, or refuse any rental for just cause.

CANCELLATION/REFUND POLICY

- ☐ Cancellation of events will result in loss of money paid. NO refunds will be processed. Payments can be transferred to a new date upon availability.
- ☐ A letter of cancellation must be received before a new date can be processed
- ☐ Damage deposit is refundable 120 days (4 months) or more prior to function date if event is cancelled.

REASONS FOR LOSS OF DAMAGE DEPOSIT

- ☐ Late submission of required information regarding event. ☐ Breakage, damage, and/or loss of items from kitchen facility. ☐ Early arrival or late departure. ☐ Violation of rules by Renter or vendors contracted by Renter.
- ☐ Destruction of facility or property of Birthday Sugar LLC.

Birthday Sugar LLC. Caterer, Florist, and Event Planners Rules

It is the responsibility of the Renter to make sure that these rules are followed. Failure to do so may result in forfeit of all or part of the Renter's damage deposit. (Please ensure that your caterers receives a copy of these rules.)

Birthday Sugar LLC. is a NON-SMOKING facility.

Birthday Sugar LLC is no way liable for any mishandling of food prepared for a specific function (i.e. food poisoning, etc.). All beverages, food and equipment (i.e.. extra tables and chairs, tents, etc.) may be brought in the day of the event during the hours of the rental time ONLY unless prior arrangements have been made with a *Birthday Sugar LLC.* Representative.

Caterers/Groups must provide their own detergents, towels and any supplies needed for their duties.

Candles must be enclosed in glass. ONLY chase (drip-less) candles may be used in candelabra.

Caterers are responsible for collecting returnable items.

Trashcans with liners are provided and caterers are responsible for properly bagging trash a carrying to the trash dumpster. **Liners are for trashcans only.**

Boxes must be broken down before being placed in the dumpster.

Caterers are responsible for maintaining cleanliness in the buffet area. (Mopping, sweeping, wiping, and cleaning interior and exterior of ovens plus drip pans on stove and counters.)

Caterers/ Florists are responsible for arranging removal of all their food, equipment and rented materials from the premises immediately after the event. Removal must be completed within the rental time.

Use of protective materials is required to prevent anything from dripping onto floors or carpets.

Any caterer/Florist/Event Planners who violates the rules of *Birthday Sugar LLC.*, or engages in improper conduct will not be approved for future functions.

Florist must leave room clean after setting up arrangements.

Outdoor grilling must be done 15 feet from building. No grills or cookers under the overhang.

If the caterer or event planner is designing the layout or floor plan, they must provide it to *Birthday Sugar* no later than (5) days prior to the event.

Dishwasher and basket must be drained to ensure proper cleaning of the dishes. No loitering in any other area of the building will be permitted.

Caterers must keep kitchen free of spills or debris on floor areas at all times to maintain a safe working area with clear walkways.

If adequate cleaning is not completed, Renter will lose damage deposit. Any questions or comments regarding these rules may be brought to *Birthday Sugar LLC* management.

Birthday Sugar LLC RULES

1. *Birthday Sugar* is a NON-SMOKING facility. 2. Rental agreement is between Renter and *Birthday Sugar LLC*.

3. Any contracted person (i.e. DJ, caterer, florist, etc.) is the direct responsibility of the Renter. Renter is responsible for making all contracted persons aware of all the rules and regulations.

4. Any alcohol on premises must be provided by Birthday Sugar LLC. Functions serving alcohol will require security.

5. *Birthday Sugar LLC* is subject to music restrictions. *Birthday Sugar LLC* reserves the right to adjust sound levels or limit music time if it interferes with the well being of our neighbors.

6. Rice, Confetti, and silly string are prohibited at *Birthday Sugar LLC*.

7. *Birthday Sugar LLC* and its staff will not assume responsibility for any items left

or lost by anyone associated with a function.

8. Last hour of rental time is normally used for cleanup. Functions not ending at the agreed upon time will be charged an additional hourly fee.

9. *Birthday Sugar LLC*, reserves the right to deny vendors who violate rules from future functions.

10. Nothing may be adhered to the walls or floors.

12. Use of smoke machines, sparklers, or any flammable effects is strictly prohibited. EVENTS WILL BE IMMEDIATELY STOPPED.

13. All activities must be confined to area rented.

RENTAL RATES

All Day Rental Rate (Saturday-Sunday): \$850.00 All Day Rental Rate (Monday-Friday) \$475.00

10- hour rental

5-10 Round Tables

50-100 Chiavari chairs