



# EVENT TOPPERS

You get the dress and we'll do the rest

## **Event Toppers**

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Nashville, TN 37217

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W: [www.eventtoppers.com](http://www.eventtoppers.com)

Dear Valued Customer,

We are pleased that you are considering Event Toppers to host your upcoming event.

Given the confirmed date and the number of attendees, I would like to suggest that upon receipt of the proposal, we confirm the specific details to ensure success.

We are certain that Event Toppers can meet all of your needs, and make your event seamless and stress-free.

The secret to our success lies in honoring two very important values - our dedication to our customers and our personal commitment to service.

My personal goal is to exceed your expectations and provide exceptional service.

Sincerely,

Carolyn Jenkins  
Event Toppers



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## RENTAL INFORMATION

Event Type	
Name of Responsible Party	
Address	
City, State, Zip	
Phone	
Email	
Event Planner/Coordinator	
Address	
City, State, Zip	
Phone	
Email	
Day, Date of event	
Time of Event	_____ am/pm to _____ am/pm
Attendees	50 Maximum
Setup	50 Chair /covers 6 round tables / 6 spandex table covers 3 Rectangular Tables
Cost – Rates based on half day (5 hours) or full day (9 hours)	Total Hours _____ Cost        \$ _____



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## Service Amount

The venue is rented as is.

The Event Toppers rental fee is based on half day (5 hours) or a full day (9 hours)

Security/Cleaning Deposit - \$100

The amount may be paid over a 30 day period; however, the balance is due one week before the date of service.

Initials	
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## Terms and Conditions

### SECURITY/ DEPOSIT FEE

A 50% deposit or minimum of \$150.00 will be required to reserve the date.

An additional security deposit/cleaning fee of \$100.00 may be secured to ensure the renters obligation to clean and pay for repair of any damage, if any to the property. The renter is responsible to leave the room and property in its original condition after the event. Any costs incurred to clean and/or repair any damages caused by the event will deducted from the security deposit.

### RENTAL FEE PAYMENTS

Full payment is due 7 days prior to event date.

Payments are accepted by cash, credit card. Failure to make timely payments will result in cancellation of event and loss of security deposit.

### CANCELLATIONS

A full refund including security deposit will be issued if the event is cancelled **3 days** of signing the agreement. If the event is cancelled two weeks or more (14 days) prior to the event date, the deposit minus the security deposit (\$100) will be refunded. If the event is cancelled less than two weeks prior to the event date, no refund will be granted.

### ALCOHOL AND SMOKING POLICY

**SMOKING IS STRICTLY PROHIBITED IN THE VENUE.**

**A cleanup fee of \$350 will be assessed for smoking in the venue.**

The renter assumes all liability for serving and consumption of alcohol.

The legal drinking age in Tennessee is 21. State and local laws apply with regard to alcohol sales and consumption. Renter is responsible for obtaining all permits and/or licenses necessary to comply with all County, State, and Federal laws. Renter understands that the sale of drugs or alcohol is prohibited on the property.

**CLEANING**

The renter is responsible for cleaning the room, including, removal of all trash debris, cleaning of venue and bathrooms, and mopping of any spillage. The renter must remove all decorations and serving containers. Renter will provide special cleaning supplies and garbage bags. Room must be returned to the same condition it was rented.

**FACILITY RULES**

It is the Renter’s responsibility to provide their own food preparations, serving dishes, plates, utensils, garbage bags, and other items as necessary.

The venue and its contents must be returned in the same condition in which it was found.

No Cooking is permitted inside the venue.

Music at the event must cease no later than 12:00 midnight.

The building must be cleaned and vacated by 1:00 a.m. unless approved in advance.

**ON SITE SECURITY**

The Renter may be required to hire security officers to be on site depending on type of event, age group, and other factors at the discretion of the management.

Management reserves the right to refuse and cancel any event due to non-compliance of conditions.

**HOLD HARMLESS AGREEMENT**

The Renter agrees to hold harmless and indemnify Event Toppers against any liability cause of action, expense, obligation or any other matters arising out of the use of the facilities, including reasonable attorney's fees and court costs.

**LIABILITY STATEMENT**

As the customer, I understand that I assume all risk inherent in the rental of equipment from Event Toppers and agree to assume the entire responsibility for the defense of and pay any indemnity to all claims of property or bodily injury resulting from use of equipment rented. I agree that no insurance carried by Event Toppers cover the actions or inactions resulting in damage to equipment in any rental agreement. As the customer I agree that all equipment remains the responsibility of the customer until otherwise picked up and removed. I understand that any legal fees resulting in the attempt to recover by Event Toppers for missing equipment remains the responsibility of the customer.

I have read these terms, conditions, and agree to abide to this legally binding document.

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**Signature** **Date**

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**Owner’s Signature** **Date**  
**Event Toppers, LLC**  
**Representative/Employee Signature**