

Oneida Kallet Civic Center
159 Main Street
Oneida, NY 13421



315.363.8525 Phone
info@oneidakallet.com Email
www.oneidakallet.com Web

WEDDING LEASE AGREEMENT & RENTAL WORKSHEET

CONTACT INFORMATION

Lessee: _____

Address: _____

City / State / Zip Code: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Alternate Event Contact (if applicable):

Name: _____ Phone: _____ Email: _____

PREMISES

In consideration of the rents and covenants set forth herein, Entertainment Services as the operator of the premises known as the Oneida Kallet Civic Center (the "Lessor"), and the Lessee named above.

The Lessor hereby lets to the Lessee and the Lessee hereby hires from the Lessor, the MAIN FLOOR of the Kallet Civic Center ("Premises"), located at 159 Main Street, Oneida, NY, 13421.

RENTAL TERM

The lease term is for a total of **8 hours** per the package with _____ hours in addition (5 hour minimum per day) commencing on _____, 20__ and ending on _____, 20__.

The Premises are leased to be used for: (Circle one) Reception Ceremony Both _____.

MAIN EVENT HOURS

Setup Date: _____ **Setup Start Time:** _____ **Setup End Time:** _____ **Subtotal Hours** _____

Event Date: _____ **Event Start Time:** _____ **Event End Time:** _____ _____

Cleanup Start Time: _____ **Cleanup End Time:** _____ _____

TOTAL PACKAGE HOURS 8

ADDITIONAL RENTAL HOURS (5 hour minimum per day)

Date: _____ **Start Time:** _____ **End Time:** _____ _____

Date: _____ **Start Time:** _____ **End Time:** _____ _____

TOTAL ADDITIONAL HOURS _____

8 Hours (Package) \$ 1000.00

_____ Hours (Additional) x \$135.00 per hour \$ _____

Set Up Fee \$ 150.00 \$ _____

EVENT HOURS SUBTOTAL + SET UP SUBTOTAL A. \$ _____

EVENT PACKAGE ADD-ONS

Wireless Mics \$ 10.00 \$ _____

Projector Fee \$ 10.00 \$ _____

Stage Fee Varies on size \$200 - \$600 \$ _____

EVENT PACKAGE ADD-ONS B. \$ _____

WORKSHEET TOTALS

TOTAL EVENT HOURS A. \$ _____

TOTAL EVENT ADD-ONS B. \$ _____

Rental Agreement Total.....\$ _____

PAYMENT:

50% NON REFUNDABLE DEPOSIT: CHECKS: *Entertainment Services* C. (\$ _____)

Check # _____ CC Used _____ CASH _____

RENTAL BALANCE:

A 50% non-refundable deposit is due upon signing of this lease, with the total balance due on or before _____, 20__ (14 days prior to event).

BALANCE DUE (14 days prior to event) Due Date: _____, 20__ **A+B-C** \$ _____

Initial Payment received by: _____

MARQUEE RENTAL

Your Kallet facility rental includes one day of one marquee rental. Please fill out marquee rental form below.

Select a side of the Marquee to display your message:

- NORTH MARQUEE** (faces Farrier Ave) **18** Spaces per Line Available
- WEST MARQUEE** (faces Main St.) **18** Spaces per Line Available
- SOUTH MARQUEE** (faces Driveway) **15** Spaces per Line Available

PLEASE NOTE:

- Each side of the marquee have three (3) lines available.
- Depending on availability, you may select which side of the marquee you prefer to display your message.
- Print message as you would like it to appear on the marquee.
- Use one block per character, including numbers, punctuation marks and spaces. Please note the number of available spaces per line as above. **REMEMBER: SPACES COUNT AS CHARACTERS.**
- Messages must follow guidelines approved by the City of Oneida.

LEASE AGREEMENT:

A 14-day update will take place with a member of the Kallet staff. Initial best guess on guest count and amenities will be due along with signed worksheet. Any changes and balance will be due 14 (fourteen) days prior to event date. If the worksheet is not signed, the Kallet makes no guarantees on the availability of indicated amenities.

7 (seven) days prior to your event date, we will require a final count of guests. Please note that this number will be locked in for your rental and will influence floor setup and staffing - it is important that the final numbers are submitted in advance. Final rental balance is due 14 (fourteen) days prior to your event date. If any additional equipment is required outside of what is offered on this sheet, please let us know prior to signing this lease agreement. Any equipment not indicated on this lease at least 7 (seven) days prior to your event date will not be present at your event and will be subject to additional fees.

***Liability Insurance:** A Certificate of Liability Insurance in the amount of \$1,000,000 (one million dollars) including liquor liability naming the Oneida Kallet Civic Center & Entertainment Services, 159 Main Street, Oneida, NY 13421 as the additional insured for above event will need to be provided 7 days prior to your event. A certificate of insurance is easy to obtain; almost all homeowner insurance policies include a Certificate of Insurance. In the unlikely event that you do not have a policy with a Certificate of Insurance, one can be purchased at www.theeventhelper.com

Assignment and Subletting: Lessee shall not sublet all or any part of the Premises without Lessor’s prior written consent. The giving of such consent shall not authorize a further assignment of subletting without further written consent from the Lessor. **The Kallet CANNOT be left unattended. Please let our staff know the time you plan on entering / leaving the building. An Event Supervisor MUST be present at all times.**

Use: I understand that a signature is required to confirm my identity as the Lessee stated above. I further understand that I am subject as a Lessee to all rules and requirements outlined in this form, and that my lease may be refused or cancelled for non-payment or any submitted message deemed inappropriate by The Oneida Kallet Civic Center.

Audio Visual & Sound: **A/V 7 SOUND NEEDS ASSISTANCE REQUIREMENTS MUST BE PROVIDED 7 DAYS PRIOR TO EVENT.** The Oneida Kallet Staff will not be responsible for last minute a/v & sound needs.

Compliance with Orders of Public Authorities: The Lessee shall comply with all laws, ordinances, rules, regulations or requirements of all federal, state or municipal governments and every department or bureau thereof applicable to the Premises; and the Lessee shall not do or permit to be done any act upon the Premises which would constitute a violation of such laws, ordinances, rule or regulation, or which would present an increased risk of personal injury, fire or other property damage. ***NO lit candles are allowed on the Premises; do not use them as decorations for your event. *All helium balloons MUST BE WEIGHTED; free-floating balloons are not allowed on the Premises, as they will trigger the fire sensors.**

Default: In the event of any default under the terms of this lease agreement, the Lessor shall have the right to, among other things, terminate this lease agreement, retain as liquidated damages any deposit or rents paid, retake possession from the Lessee and remove the Lessee and all of its guest, patrons or subtenants, and recover from the Lessee any sums due under the terms of this lease for rent or damage to the Premises.

Persons Bound: This document, when signed by both parties, shall be a binding contract. It shall bind the parties hereto, their successors and assigns. This Lease Agreement represents the entire understanding between the parties and it may only be modified by a written agreement executed by both parties.

I have read the above statements and agree to all terms and deadlines. I recognize that by not signing this document and meeting the above deadlines, the Oneida Kallet Civic Center cannot be held responsible for availability, or lack thereof, of amenities on the reserved date. If entering your name and date here electronically, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application.

Lessee Print Name: _____ Date: _____

Lessee Signature: _____

Lessor Print Name: _____ Date: _____

Lessor Signature: _____

Mail Lease Agreement to: Oneida Kallet Civic Center
159 Main Street
Oneida, NY 13421