

JUNEAU COMMUNITY CENTER
2019 FACILITY RENTAL AGREEMENT

This is a Facility Rental Agreement between Jason White Catering LLC &
_____ (Herein after known as CLIENT) for the use of
the banquet facility and/or grounds of 500 Lincoln Drive, Juneau, WI 53039.

TERMS AND CONDITIONS

Before entering into this Agreement, the CLIENT shall have completed and signed the Juneau Community Center Rental (Jason White Catering LLC), Application for the banquet facility and/or grounds use. In order for an agreement to be guaranteed Jason White Catering LLC must receive any **required security deposit**, plus (100%) of the facility rental fee **unless** approval is made by the Owner/Operator Jason White to wait for guest RSVP response before paying the 100% rental fee. **The remainder/total rental fee is required the day of the event the event date.**

RENTER/CLIENT CONTACT INFORMATION:

Contact Name_____ Cell Number_____

Street Address_____ Phone Number_____

City_____ State_____ Zip_____

Email_____

EVENT RENTAL INFORMATION:

Type/Name of Event_____

Day & Date of Event_____

*Start time of rental_____ *End time of rental_____

Time must include time needed for set up and take down

Jason White Catering LLC a Liquor License through the City Of Juneau, WI. The Center also has licensed bartenders on staff. Any/all use of alcoholic beverages on the premises requires that those beverages be purchased through Jason White Catering LLC.

Yes No Initial The Event that I am booking will be using alcoholic beverages***

*****PLEASE NOTE THAT ANY ALCOHOLIC BEVERAGES BROUGHT ONTO PREMISES AND NOT SERVED BY JASON WHITE CATERING LLC LICENSED BARTENDERS WILL RESULT IN IMMEDIATE LOSS OF SECURITY DEPOSIT AND A \$200 FEE FOR VIOLATION OF CONTRACT*** PLEASE ADVISE ANY/ALL GUESTS THAT WILL BE ATTENDING YOUR EVENT OF THIS NO CARRY IN RULE.**

RENTAL FEE: (MINIMUM RENTAL FEE OF \$75) _____

Back Room only rental- meeting only 1-3 hours \$100

Back Room only rental-Birthday parties, baptismal, graduation parties, anniversary parties \$75-\$200 1-4 hours (1/2 day), over 4 hours addition \$25 per hour (Full Day).

Entire Facility \$250-\$2000 per event

Bar Staff needed \$15.00 per hour per bartender (only when applicable, not for every event)

Saturday Weddings start at \$650-\$2000

****SECURITY DEPOSIT IS REQUIRED TO LOCK IN YOUR EVENT DATE ALONG WITH CONTRACT****

ROOM SET UP REQUIREMENTS

Tables _____ Banquet Tables

Chair Covers _____ \$4.00/piece (Rental), Sash \$1 extra

Lattice (Backing) _____ \$175.00 (Rental)

Table Linen _____ \$9-12 a per table (Rental)

Gobbler Glasses _____ \$1.25 a piece (Rental)

Plate settings _____ (Dinner plate, silverware, Gobbler Glass) \$3.00 a piece (Rental)

Plate settings _____ (Dinner Plate, silverware only) \$2.50

Ice Table Rental _____ \$35.00 (Rental)

Nesco _____ \$25.00 (Rental) Per event

Chaffing Warmers -includes 2-2 hour burners____ \$30.00 (Rental) per event

Decorative Arch for Weddings _____ \$200 (Rental)

Podium _____ \$30.00

Sound System _____ \$50.00

Projector/Screen _____ \$40.00

____ Yes ____ No Initial THIS WILL BE A CATERED EVENT BY JASON WHITE CATERING LLC. BY SIGNING THIS AGREEMENT I AM ACKNOWLEDGING THAT I FULLY UNDERSTAND THAT NO OUTSIDE CATERERS ARE ALLOWED TO BRING IN OR FURNISH FOOD FOR EVENT. I ALSO AM ALSO ACKNOWLEDGING THAT I UNDERSTAND THAT NO DELI PREPARED FOOD IS ALLOWED TO BE CARRIED IN FOR MY EVENT.

____ Yes ____ No Initial I UNDERSTAND THAT IF I DO NOT ADHERE TO THE ABOVE CATERING RULES I WILL FORFEIT MY ENTIRE SECURITY DEPOSIT.

____ Yes ____ No Initial My Event is a Family Party and I/Client will bring Homemade Potluck Foods prepared by myself in my home or in the home of a friend or relative (NO Deli or Off premise Catered items)

****BUSINESS/INDIVIDUAL MEETING RENTAL POLICY****

NO OUTSIDE CATERERS will be allowed to bring food onto property or into facility.

Please sign and date below after reading and initialing the usage regulations. Your signature & Security Deposit is due to lock in and hold your Event date.

Responsible Party (Client) Signature _____

Dated _____

Please read the Facility Usage Policy that follows before signing this agreement. By signing this agreement, you understand the procedures/rules set forth in agreement.

JUNEAU COMMUNITY CENTER/GROUNDS USAGE POLICY

DECORATIONS: Decorations may be fastened to the walls, woodwork, doors and candles may **ONLY** be used in enclosed non-flammable glass holders. There will be **NO** use of glitter, confetti, straw, rice, birdseed or hay in the building. Any use will result in the full loss of CLIENT'S security deposit and a \$500 cleaning fee will be added to final bill. **NO** rice or similar items shall be thrown around the outside of the facility. Balloons **MUST** be attached to weights and not released within the building.

____ CLIENT Initial

Decorations, supplies and other trash must be picked up, bagged and removed from the property by CLIENT or there will be a \$300 charge for cleaning. There is a garbage dumpster off of the parking lot for refuse. The facility, including the grounds must be left in an orderly condition. **Failure to complete any of these tasks will result in a partial/complete loss of security deposit** and a fee of \$400.00. ____ CLIENT Initial

*****PLEASE NOTE*****When your Event is Catered by Jason White Catering LLC, the Staff at Juneau Community Center (Jason White Catering LLC) does ALL of the Facility Cleanup. You are responsible for removing all your decorations and personal items the day/evening at the end of your Event.

The owner, Jason White) along with the CLIENT will perform an inspection of the premises prior to and following the event. Rooms must be left as clean as they were originally found. All cleanups must be done immediately following the conclusion of an event (unless prior arrangements are made with management). All personal property, including decorations must be removed at the end of the rental time. CLIENT is responsible for placing garbage in the dumpster at the rear of building.

____ CLIENT Initial

KITCHEN: At any time know one from any organization renting the facility will be allowed in the kitchen, storage areas or behind the bar area. This is off limits unless Jason White is present and approval was granted. CLIENT Initial ____

All furniture, including chairs, banquet tables and equipment are the property of City of Juneau Community Center and or Jason White Catering LLC and **MAY NOT** be removed from the building. Clients will indemnify and hold harmless the Juneau Community Center and/ or Jason White Catering LLC from and against all actions, liability, claims, suits, damages or expenses of any kind arising from the event for which this reservation is made.

____ CLIENT Initial

Return of Deposit

A written cancellation must be received at least 30 days prior to the reserved date in order for the security deposit and (50%) down payment to be refunded. Applicants providing less than a 30 day written notice will forfeit all fees paid.

 Yes No I have read the above agreement and initialed as needed. I fully understand the rules of the agreement and how those rules will affect a return of my Security Deposit. CLIENT Initial

Please remember your Event date is secured after your Security Deposit has been paid

And you have returned this signed rental agreement to Jason White Catering LLC

If you have any questions/concerns please call Jason White at 920-382-1294.

Please mail completed copy of agreement along with applicable fees to:

Jason White Catering LLC

240 N. High Street

Randolph Wi 53956