



Suite Events, LLC

Venue Rental Contract

This Venue Rental Contract is entered into on between:

Venue Details:

Venue Name: Suite Events, LLC

Venue Address: 757 N Aspen Ave, Broken Arrow, OK 74012

Phone Number: 918-265-3200 Email: GetBooked@SuiteEventsBA.com

Hereinafter referred to as the "Venue."

Renter Details:

Renter's Name: _____ Phone: _____ Email: _____

Hereinafter referred to as the "Renter."

Event Details:

- Event Date: _____
- Venue Reserved: _____
- Event Type: _____
- Guest Count: _____
- Total Cost: \$ _____
- Table Linen Color: _____ (Options are Black, White, Blush Pink, or Dusty Blue)

Are there any special layout requests: _____ (this would include room for a DJ, Photobooth, Dance Area, Etc)

Term:

- The Renter will have access to and use of the Venue on date _____.
- The Renter will have access to the venue beginning at _____ and should be vacated by _____.

Payment:

The renter shall pay the sum of \$ _____ to the Venue for use of facility and any decoration services provided.

- A 50% nonrefundable retainer is due to book and the remaining 50% is due one month before event date.
- If event is less than 30 days, the remaining 50% is due two weeks before your event date.
- Renter understands their event is not considered "booked" & their date will not be reserved until the retainer payment has been made & this rental agreement has been signed. Failure to be paid in full by two weeks before event date may forfeit booking.

Items Included In Venue Rental:

There is no kitchen available and cooking is not permitted on-site. All food preparation—including rinsing and filling containers—must be completed prior to arrival. Crockpots are allowed, and there are several outlets for this.

- Total Venue Rental Time: _____ Decor: _____
- 60" Round Banquet Tables
- Table Linens
- White Banquet Chairs
- Long Rectangular Tables 2 For Food, 1 for Desserts, & 1 for Gifts
- Portable Speaker (AL-Shockwave)
- Wifi Network: Suite Events Guest, Password: Suite918

Renter Initials: _____



Cancellations:



All cancellations must be made in writing and delivered to Suite Events at least 60 calendar days prior to the Event Date.

There are no refunds for retainer payments to secure dates. Renter recognizes that the foregoing cancellation policy is not intended to be punitive, but, reflect Venue foregoing actual or potential business opportunities in reserving the venue for Renter and diminished ability to rent the venue within 60 days or less prior to an event date. If you need to reschedule, we will do our best to secure a new date for you.

Force of Nature Clause:

Venue shall not be held responsible for delays or failure in performance resulting from acts beyond their reasonable control. Such acts include but shall not be limited to acts of God, nature, war, governmental actions, fires, floods, epidemics and earthquakes. Venue will work with renter to reschedule their event.

Venue Time Allotted:

You may have access to the venue at your beginning time slot listed in this agreement - this includes any set up, decorating, and clean up time you or your vendors may need. For example, if you book 12pm-4pm, you have access to the venue beginning at 12pm and should have all guests, vendors, & personal items removed by 4pm. You nor your vendors will not be able to setup earlier than your reserved time or stay past your end time. This is not to impose a hardship on the renter, but rather keep our schedule intact for other events scheduled around yours.

Not Permitted: Renter Initials: _____

Renter acknowledges & agrees to adhere to the list of "Not Permitted" items for themselves and their guests:

- No Smoking, including electronic vapes, fog, or flamed candles
- **No Cooking Onsite Permitted** - this includes inside the venue, on the sidewalk, or in the parking lot. All food prep & cooking must be done before arrival. Food warmers & crock pots are allowed for warming.
- No Glitter or Confetti
- No Excessively loud parties that would deem to be a noise disturbance to the surrounding community
- No tacks, tape, etc. on walls, ceilings, floor, or chandeliers
- **No Balloon Shine** or similar product to be sprayed & no balloons with shine on may be brought into the venue - there will be a \$300 professional floor cleaning fee applied to your card on file if any type of balloon shine is used.
- No Standing on Chairs or Tables
- **No Painting, Coloring, Crafting, Etc without the use of plastic coverings protecting the linens.** Renter would provide these should they need it. This includes anything that can stain or damage linens, tables, chairs, floors, or any other venue items. Washable paint DOES stain. Stained linens would be charged at \$25 each to your card on file. Stained chairs would be charged \$60 to your card. We do not want to charge your card for these items, please do not paint/color/etc on our linens.
- No Unsupervised Children - Children must be accompanied by an adult at all times. They should not run through the Venue
- No pouring of melted chocolate or similar product down the sink, toilets, or fountains. It should be poured into a secure container and disposed of in the trash.
- No Propping Open of Main Venue Doors (Aside from loading/unloading) - doors should remain closed during events.
- No pets/animals are allowed in the venue.
- No Loitering in the Parking Lot during or after your event.

Vendors:

Vendors may not arrive before renters scheduled time in this agreement, and they may not arrive before renter. Unless renter has hired Venue to coordinate, the renter must be present to direct vendors/caterers/etc upon their arrival. Aside from the 3 food tables provided by Venue, Vendors should bring any other setup items/tables/linens they need. Vendors should be packed up and vacated by the renters venue end time in this agreement.

Alcohol Policy: Renter Initials: _____

- Alcohol may only be served by a licensed and insured bartender who has been pre-approved by the Venue. The Renter is required to submit a copy of the bartender's license and insurance policy to the Venue at least 2 weeks prior to the event date.
- Shots of any kind are strictly prohibited.
- The Venue reserves the right to discontinue alcohol service at any time if staff determines that alcohol consumption, guest behavior, or noise levels have become disruptive or unsafe.
- Mimosas or Champagne is permitted without a bartender. It is the renter's responsibility to ensure OK laws are abided by.

Renter Initials: _____



Rental Fee and Payment:

- A nonrefundable retainer of 50% is due to book, the remaining 50% is due one month before event date. If event date is within a month of booking, the full payment is due two weeks before event date.
- Accepted Payment Methods: Credit Card and Cash; checks are not accepted.

Indemnity:

Renter agrees to indemnify and hold harmless the venue, its officers, staff and agents working on its behalf, from any and all claims, actions, suits, costs, damages, and liabilities resulting from the negligent actions, willful misconduct or omissions of Client, and Client's guests, invitees, vendors, agents and sub-contractors.

Modification:

No alteration or other modification of this Agreement shall be effective unless such modification shall be in writing and signed by the parties.

Waiver:

The Parties involved in this Venue Rental Agreement have the ability to waive any provision, rights, or obligations, under this Venue Rental Agreement. If there should be any provision, rights, or obligations that need to be waived, a written agreement and approval will be required.

Responsibilities: Renter Initials: ____

- Venue Responsibilities: Venue staff will have tables, chairs, linens, and any decor package purchased by renter set up prior to client rental start time. Venue will provide clean up after event.
- The Renter is responsible for ensuring that all guests & vendors are aware of—and comply with—the prohibited items & alcohol policy listed on page 2 of this agreement. The Renter is responsible for any event setup not included in their selected rental package (as outlined on page 1 of this contract).
 - Unless the renter has hired the venue to coordinate, the renter is responsible for meeting and directing their vendors. Vendors/Caterers/DJ/Etc should not arrive before renter, and may not come in earlier than the scheduled time.
 - Disposing of all trash in the designated Venue trash cans (trash should not be left on tables, floors, or other surfaces) and removing all personal belongings brought into the Venue.
 - The Renter is financially responsible for any damages to the Venue or its property caused during their event.
 - All guests, personal items, and the Renter must vacate the premises by the event end time listed in this agreement. There is no grace period. Any time exceeded beyond the contracted end time will be billed at a rate of \$30 per 10 minutes, charged to the credit card on file. This is not to impose a hardship to the renter, but rather keep the Venue on schedule.

Governing Law:

Renter shall comply with all the laws, ordinances, regulations and orders of governmental authorities while using the premises, including without limitation those applicable to the sale or use of alcoholic beverages, noise, parking and transportation. This contract shall be governed by and construed in accordance with the laws of Tulsa County and the City of Broken Arrow.

Security Deposit

Renter must complete the attached Security Deposit Form, providing valid credit card information to be kept on file. The Renter acknowledges that their card may be charged \$30 for every 10 minutes beyond the contracted event end time, as stated in this agreement. The Renter also understands that damages to the Venue or its property may result in a charge of up to \$250, depending on the extent of the damage. An upfront security deposit is not required. The credit card on file will only be charged after the event in the case of overtime or damages.

Signature:

Renter Signature: _____

Venue Signature: _____



Date: _____

Date: _____