

# Legacy Jr.

## MEETING ROOM AGREEMENT (Policies and Regulations)

This is a Rental Agreement and Contract between Legacy On Main Street (Herein after known as “Legacy” or “Legacy Event Center”) and \_\_\_\_\_ (Herein after known as CLIENT).

Address: \_\_\_\_\_

Phone# (primary): \_\_\_\_\_ Phone# (secondary): \_\_\_\_\_

Email address: \_\_\_\_\_

### **USE OF LEGACY, JR:** (This agreement is for meeting room only and does not include kitchen area)

Type of Meeting: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Meeting End Time: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_ Est. Number of Guests \_\_\_\_\_

### **SERVICES PROVIDED**

- **Staff:** A Legacy Representative may be on duty during the entire event. The Legacy Representative will open the Facility and provide information and direction as needed. The Representative will not be available to serve or decorate and will not be involved in the Event unless this service is paid for.
- **Tables, Chairs, and Stage:** Such items are provided upon request and will be set up and taken down by the Legacy Staff. Tables and chairs are not to be taken outside by the CLIENT or any guest attending the Event.
- **Parking:** There is no cost for parking in the area surrounding Legacy On Main Street. This is public parking.

### **POLICY FOR NON-CATERED MEETINGS**

CLIENT may bring in and serve simple or prepared food items. The following are examples of simple or prepared food items: continental breakfast, boxed lunches, sandwiches, pizza, party trays, non-alcoholic beverages, etc. No heating elements are permitted (i.e., Sternos, chaffing dishes, hot plates, steam trays, barbecue grills, fondue pots, etc.) CLIENT is responsible for all setup, serving, and clean up; all of which must occur during the rental period. ALL kitchen appliances and equipment are off limits. Legacy On Main Street must be informed no less than ten (10) days prior to the rental period if you plan to serve any non-catered food.

\_\_\_\_\_ CLIENT Initials

### **MISCELLANEOUS POLICIES**

- Live animals, except for service animals, may not be brought onto the premises.
- CLIENT and his/her guests are restricted to the rental area.
- Legacy On Main Street will not be responsible for items left behind, before, during or after an Event.
- Legacy On Main Street reserves the right to take photographs of rental Events for its own records and for promotional and marketing use.
- Legacy On Main Street does not provide storage, either before or after a rental event. All decorations, props, rented furniture, and personal belongings must be removed at the end of the event.

- Children must be accompanied by an adult at all times. Parents of unattended children will be asked to leave the event with their children.
- Children under the age of thirteen (13) are not allowed in the event center kitchen or bar area at any time.

\_\_\_\_\_ CLIENT Initials

**DECORATIONS**

Legacy On Main Street wants to make every event a special and welcoming experience. Therefore, every effort will be made to allow CLIENT to prepare decorations reflecting their creative requirements.

Decorations may NOT be fastened to the walls with thumb tacks, nails, or staples. Drafting tape is permitted but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or non-flammable holder. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited in the facility and/or on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the Facility. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away and removed from the facility. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, CLIENT must consult with Legacy On Main Street staff. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit at a minimum of \$300.

\_\_\_\_\_ CLIENT Initials

**PAYMENT POLICY**

A fifty percent (50%) deposit of the room rental fee is due at the time the CLIENT enters into this Agreement. This is required as an initial deposit. The remaining balance of total costs is due no less than thirty (30) days prior to start of the event. Legacy accepts payments in the form of check, money order or cashier check made payable to “Legacy On Main Street.”

\*Initial deposit= 50% of room rental + Security Deposit

\_\_\_\_\_ CLIENT Initials

**SECURITY DEPOSIT AND DAMAGES**

A Security deposit (in the amount equal to the room rental) check made payable to Legacy On Main Street is required and due ten (10) days prior to the event. Please note this deposit is separate from the down payment to secure the date and space. This deposit will be refunded within three (3) days following the rental period provided the premises are maintained and left in the same condition as when rented, and satisfactory to the Legacy On Main Street management. However, if any cleaning or repairs deemed necessary beyond normal use will be charged and deducted from the security deposit. Failure to remove or clean will result in additional fees. If the building or any part of the premises or its contents, including furniture or artwork is damaged during the event, CLIENT will be solely responsible for such damage.

\_\_\_\_\_ CLIENT Initials

**CAPACITY**

CLIENT understands that the maximum capacity of Legacy Jr. is fifty (50) people and will not exceed this limit.

\_\_\_\_\_ CLIENT Initials

**NOISE**

CLIENT agrees to control noise level at the event such that it not disturb neighboring occupants. In the event that CLIENT’S event creates a disturbance due to high noise volume, CLIENT shall immediately reduce the volume. If repeated disturbances are created, at Legacy On Main Street discretion, CLIENT may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to CLIENT.

NOTE: Music must end by 11 p.m..

\_\_\_\_\_ CLIENT Initials

**CANCELLATION POLICY**

CLIENT must provide a dated, written request for cancellation. Upon cancellation by CLIENT the following fee schedule will apply:

- 72 hours after signing contract: \$100 administration fee deducted
- 90 days prior to event: One quarter (25%) of initial deposit nonrefundable
- 60 days prior to event: One half (50%) of initial deposit nonrefundable
- 30 days prior to event: Total (100%) of initial deposit nonrefundable
- 100% of the security deposit WILL be refunded.

No refunds will be made when the event is canceled by Legacy On Main Street due to the CLIENT's noncompliance with terms and conditions.

\_\_\_\_\_CLIENT Initials

**CLEAN-UP RESPONSIBILITIES**

- Clean-up is the CLIENT's responsibility. CLIENT is expected to provide sufficient supervision to minimize spillage of food and beverages on the Legacy's floors during the rental event.
- Any CLIENT leaving excessive trash in the meeting room(s), kitchen, restrooms, foyer, and/or outside of the facility doors is subject to additional charges. All, or a portion, of the security deposit will be withheld if the Legacy is not adequately cleaned, or if damage occurs.
- CLIENT must finish the clean-up no later than the time the CLIENT has identified as the ending time for his/her event. The CLIENT is responsible for the following cleaning duties:
  - All tables must be cleared of all items that belong to the CLIENT such as decorations, etc.
  - All trash must be placed in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the trash bin located beside the building.
  - All decorations must be taken down and removed from the Legacy.
  - CLIENT is responsible for all kitchen area clean-up, if used. The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness.

\_\_\_\_\_CLIENT Initials

**CONDUCT AND SMOKING**

There is absolutely no drug use or smoking of any kind tolerated on the premises OR within twenty five (25) feet of the building, including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. CLIENT and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Legacy On Main Street staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

\_\_\_\_\_CLIENT Initials

**SUMMARY OF PERTINENT LAWS**

CLIENT agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS.

\_\_\_\_\_CLIENT Initials

**RIGHTS**

It is Legacy On Main Street policy that the use of the facilities should be consistent with the objectives of the Civil Rights Act of 1964. Facilities shall not be made available to any group or organization that practices discrimination based on race, creed, color, sex, national origin, age, sexual orientation or condition of handicap.

Legacy On Main Street reserves the right to deny any event activity or equipment in its sole and absolute discretion. Additionally, Legacy On Main Street reserves the right, in its sole and absolute discretion, to deny any guest of the CLIENT access to the event center.

\_\_\_\_\_CLIENT Initials

**ENTRY AND EXIT**

CLIENT agrees that Legacy On Main Street staff may enter and exit premises during the course of the event. A representative of Legacy On Main Street will be checking periodically with the responsible parties to insure everything is working smoothly. We will be checking the bathrooms, the overall premises and will be available for questions or to respond to needs or issues that may arise at any time.

\_\_\_\_\_CLIENT Initials

**PROMOTIONS AND COPYRIGHT**

It is important to us that you have a fantastic and successful event. Should Legacy On Main Street be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. Legacy On Main Street is our name. Please do NOT shorten it. We are happy to provide professionally created images of our space for promotional materials.

We hope you will refer others here and are happy to answer any questions you might have about the types of events we do.

\_\_\_\_\_ CLIENT Initials

**INDEMNIFICATION**

CLIENT agrees to defend, indemnify and hold harmless Legacy On Main Street and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by Legacy On Main Street or its employees, arising from CLIENT's acts or omissions under this Agreement or any act or omission of CLIENT's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise from the negligence or willful misconduct of Legacy On Main Street or its employees. Legacy On Main Street will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. CLIENT will be responsible for the control and supervision of the people in attendance during the use of the Center to ensure no harm is done to persons or property. CLIENT agrees to abide by this Agreement and acknowledges having received a copy thereof. CLIENT will be held financially responsible for any damage to the Facility or equipment, which occurs through the CLIENT's meeting or event at Legacy On Main Street.

Additional Information:

*By signing below, CLIENT acknowledges that s/he has read and agrees to all above terms and conditions.*

CLIENT

LEGACY ON MAIN STREET, LLC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization (If Applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date