

## JOURNEY EVENT CENTER Event Center Rental Agreement & Renter Packet

Where life's most meaningful moments find their perfect setting

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

Phone: \_\_\_\_\_ **THIS**

### AGREEMENT IS ENTERED INTO ON [Date]

Between:

**Venue:** Journey Event Center

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

### AND

Renter Name: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

### 1. EVENT DETAILS

Event Date: \_\_\_\_\_

Event Time: From \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

### 2. ALLOWED EVENT TYPES

Journey Event Center hosts private events only, including: - Private celebrations - Weddings and wedding receptions Baby showers and bridal showers - Repasts / Celebrations of Life - Anniversary and milestone events - Corporate meetings and trainings - Workshops and seminars - Community and faith-based events All events must remain private and comply with all venue rules.

### 3. PROHIBITED EVENTS & ACTIVITIES

Strictly prohibited: - Public events of any kind - Ticket sales or admission fees - Public advertising or promotion (including social media) - Nightclub-style or concert-style events - Sale or distribution of alcohol - Smoking of any kind inside the building - Illegal activities Violation will result in immediate termination with no refund.

### 4. MAXIMUM OCCUPANCY

Maximum occupancy for Journey Event Center is 350 persons (guests, vendors, staff, children).

Exceeding occupancy may result in immediate shutdown without refund.

### 5. SECURITY REQUIREMENTS

Security based on total guest count: - 1–149 guests: Security not required unless deemed necessary - 150–249 guests: Minimum 1 licensed security officer - 250–350 guests: Minimum 2 licensed security officers Security must be licensed, insured, approved in advance, and present for entire event. All security costs are the responsibility of the Renter.

## 6. VENDOR POLICY

All vendors must be pre-approved. Includes caterers, DJs, photographers/videographers, decorators, event planners, rental companies. Vendors may only access the venue during approved times and must remove all equipment and trash after the event. The Renter is responsible for all vendor actions and damages.

## 7. FIRE CODE & SAFETY COMPLIANCE

Renter agrees to comply with all fire and safety laws. Prohibited without written approval: - Blocking exits or walkways  
Tampering with safety equipment - Candles, open flames, fireworks, fog machines, or pyrotechnics  
Journey Event Center may shut down events for safety violations without refund.

## 8. CLEANUP & PROPERTY CARE

Renter must leave the venue in the same condition as received. - All trash must be bagged and disposed of properly - All decorations, food, and personal items must be removed - Items left behind will be considered abandoned  
Excessive cleaning may result in loss of cleanup deposit.

## 9. CLEANUP DEPOSIT

Cleanup Deposit: \$300

Refund issued within 24–72 hours after inspection.

May be partially or fully withheld for violations or damage.

## 10. LATE FEES

Events must end at the agreed time.

Late Fee: \$200 per 30 minutes (rounded up).

Fees may be deducted from the deposit.

## 11. CANCELLATION POLICY

All cancellations must be submitted in writing (email or certified mail). Refunds are issued as follows: - More than 60 days prior: Full refund minus \$75 administrative fee - 30–59 days prior: 50% refund of total payments - Less than 30 days prior: No refund; all deposits and fees forfeited - Same-day cancellation / No-show: No refund

## 12. ENFORCEMENT & TERMINATION

For the protection of our business and to remain in compliance with property and city regulations, all clients must adhere to the following policies before and after appointments:

- **No lingering** in the parking lot or on the sidewalk
- **No smoking or vaping** on or near the premises
- **No consumption of alcoholic beverages** in the parking lot or on the sidewalk
- **Arrive no earlier than your scheduled appointment time**
- **Depart promptly after your service is completed**

Failure to comply with these policies may result in immediate event termination and serious consequences for our business, including complaints, fines, or loss of operating privileges for which you could be held liable.

We appreciate your cooperation and understanding. These policies allow us to continue providing services in a safe, respectful, and professional environment.

Journey Event Center reserves the right to terminate any event for rule violations, safety/fire code violations, security non-compliance, or disorderly conduct. Termination results in no refund.

**13. INDEMNIFICATION**

Renter agrees to hold harmless Journey Event Center from any claims, injuries, or damages arising from the event.

**14. GOVERNING LAW**

This Agreement shall be governed by the laws of the State of Indiana.

**15. SIGNATURES**

Renter Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Journey Event Center Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**VENDOR ACKNOWLEDGMENT FORM**

Vendor Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Vendor agrees to: Follow all venue rules; Access venue only during approved times; Remove all equipment and trash after event

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECURITY ACKNOWLEDGMENT FORM**

Security Company / Officer Name: \_\_\_\_\_

Security agrees to: Enforce all venue rules; Maintain safety and occupancy limits; Remain on-site for entire event

Security Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THE JOURNEY CENTER**

Event Rental Agreement & Renter Packet

Facility Address: 3818 N. Illinois Street, Indianapolis, Indiana

**Event Details**

Renter Name: \_\_\_\_\_

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

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: From \_\_\_\_\_ to \_\_\_\_\_

**Rental Fees & Deposits**

Non-refundable deposit (50%) required at booking.

\$300 damage & cleaning deposit required.

**Facility Rules**

No smoking. No drugs. No selling alcohol. No ticket sales. Private events only. No public advertising.

**Clean-Up Requirements**

All trash removed. No items left behind. Furniture returned. Floors cleaned.

**Enforcement**

Violations may result in termination with no refund.

Acknowledgment	Initials
No smoking anywhere on property	_____
No lingering in the parking lot or on the sidewalk	_____
No consumption of alcoholic beverages in the parking lot or on the sidewalk	_____
Full clean-up required	_____
Private event only	_____
No ticket sales or alcohol sales	_____

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized By: N. Harris, General Manager