



# **VENUE AGREEMENT**

Effective 11.11.2023

1179 Jeffery's Road, Rock Mount NC 27804

## I. CONTACT INFORMATION (PLEASE PRINT):

1. DATE OF APPLICATION: \_\_\_\_\_
2. APPLICANT'S NAME: \_\_\_\_\_
3. ORGANIZATION (IF APPLICABLE): \_\_\_\_\_
4. COMPLETE ADDRESS: \_\_\_\_\_
5. PHONE NUMBER: \_\_\_\_\_
6. CELLULAR PHONE: \_\_\_\_\_
7. ACTIVE E-MAIL ADDRESS: \_\_\_\_\_
8. NUMBER OF PEOPLE EXPECTED TO ATTEND: \_\_\_\_\_
9. EVENT TYPE: \_\_\_\_\_
10. DESCRIBE THE EVENT: \_\_\_\_\_  
\_\_\_\_\_
11. WILL ALCOHOL BE SERVED? Please mark check: ( ) YES ( ) NO.
12. DATE OF EVENT: \_\_\_\_\_
13. TIME USE OF VENDOR: \_\_\_\_\_ ( ) AM / ( ) PM.

*(The \$850 rental fee includes a total of 10 hours, covering both set up and clean up, with all activities required to be 100% completed by 1 am.)*

### VENDORS INFORMATION

Number & Name Contact Person: \_\_\_\_\_

Number & Name Event Coordinator: \_\_\_\_\_

Number & Name Catering Company: \_\_\_\_\_

## II. RENTAL RATES

### MONDAY - SUNDAY RATES

<b>Flat Rates:</b> \$850.00	<b>Extra Set Time:</b> \$100.00 per hour
<b>Deposit:</b> \$425.00	<b>Total Rental Hours:</b> 10 hours
	<b>Rebooking Fee:</b> \$200 per hour.
<b>Available Booking Hours:</b> 9:00am – 1:00am	<b>Holiday Rate:</b> Additional \$150.00 fee will be added to the package.

### A LA CARTE RENTAL RATES (per-hour rates):

<b>Self-Provided Alcohol Services Fee: \$100</b>
<b>Important note:</b> If any alcohol is served on the premises, the renter will be responsible for providing all alcohol, mixers, cups, and straws for their own bartenders.
<b>Per Security Guard Over 100:</b> \$100.00
<b>GUESTS ARE NOT ALLOWED TO BYOB</b>
<b>Tables, Chair Setup and Clean-Up:</b> \$500.00
<b>Per Set of Throne Chair rentals (Cream and Gold):</b> \$400

**CONTACT US** at +252-450-9086, Sandra Richardson, to inquire about catering and events. Coordinator, liens, flowers, and decoration pricing.

**IMPORTANT NOTE:** Please be advised that a 3% fee will be applied to all Electronic Payment Transactions for both payments and refunds.

**REFUNDABLE \$425.00 DAMAGE/CLEAN UP FEE:** A refundable fee of \$425.00 will be returned after 2-3 Business Days of Site Inspection.

#### REQUIREMENTS:

1. The venue must be cleaned.
2. There must be no damage.
3. Remove all trash from the building to the dumpster located at the back of our venue.
4. Remove the used balloons.
5. Remove all leftover food, personal items, or rented equipment.
6. Wipe down all tables.
7. There should be no trash on the floors.
8. **NO Confetti is Allowed!**

**VENUE EQUIPMENT INSTRUCTIONS:**

1. Please place them in the assigned area.
2. Stack all tables on top of each other.
3. Stack chairs in groups of 10, and line them up near the handwashing sink area.

If any Platinum Room Equipment is removed or used for the RENTER's Event. Your Refundable Deposit will be 100% forfeited.

Payment must be made in full either **30 days before the event or at the time of signing the booking agreement for events within 30 days**. The renter is responsible for any damage to the facility property and for ensuring the venue is clean, including trash removal. In case of damage or inadequate cleanup, the renter will receive an invoice within 2-3 days after the event. However, if there is no damage and the cleanup meets expectations, the deposit will be promptly refunded via one of the available payment methods: Cash Pick Up, Venmo, Apple Pay, or Cash App, within 3 business days.

All Refundable Deposit \$425.00 must be paid in separate Cash transactions to receive 2-3 Business Days agreed.

**IMPORTANT NOTE:** Please be advised that a 3% fee will be applied to all Electronic Payment Transactions for both payments and refunds.

### **III. CANCELLATION AND REFUND POLICY**

If **The Platinum Room Event & Entertainment Venue**, LLC has to cancel a customer's reservation with notice, the deposit will be refunded to the customer. However, if the cancellation is due to a disaster not caused by Platinum Room, death, illness, or damage to property, the customer's event will be rescheduled to another available date.

If the customer cancels their reservation, any deposit and/or payment made will be non-refundable. This includes NO REFUND if the customer cancels the event or fails to abide by the contract. For instance, failure to make the payment in full as outlined, securing proper alcohol permits, sale of food permits, zoning permits if required, or security. If the renter has alcohol on the premises without Platinum Room's signed approval, the event will be shut down by the RMPD for not following the agreement rules.

#### **COVID-19 CANCELLATION REFUND POLICY:**

If the vendor and/or customer has to cancel their reservations due to a COVID-19 breakout, for example, due to illness or an approved statewide COVID-19 rules shutdown, we will work with our customers to secure another available date on our calendar. The

customer will be allowed to choose another available date. Although we will make every effort to accommodate your preferred date, we cannot guarantee the availability of the venue.

*Please note that once the customer cancels the event reservation after the deposit is paid, it becomes NON-REFUNDABLE and a 3% fee will be applied to all Electronic Payment Transactions for both payments and refunds.*

### **REBOOKING AND RESCHEDULING POLICY:**

If the Renting Party changes the date or time of the scheduled event, and the Platinum Room Event & Entertainment Venue, LLC is unavailable to provide event space, then the Platinum Room Event & Entertainment Venue, LLC is released from all contractual obligations and shall not be held responsible or liable in any manner whatsoever for non-performance. The Renting Party acknowledges that in such cases, they will forfeit all fees for non-compliance with this agreement. Additionally, a \$200.00 rescheduling fee will apply.

*Please note that once the customer cancels the event reservation after the deposit is paid, it becomes NON-REFUNDABLE and a 3% fee will be applied to all Electronic Payment Transactions for both payments and refunds.*

## **III. FACILITIES RENTAL AGREEMENT FOR USE WITH ALCOHOL**

You are required to hire a Bartender to serve your own alcohol.

### **ALCOHOL POLICY:**

- I) No alcohol may be brought or served in the facility without prior approval from The Platinum Room Management. A signed agreement with a paid \$100 Alcohol Services Fee is required.
- II) The Platinum Room Event & Entertainment Venue, LLC will not provide bartenders or alcohol supplies.
- III) There will be one security officer per 100 guests when alcoholic beverages are being served at promotional party events, and the fee will be included in the bill. If the party has over 100 guests, extra hired security is required

at an additional cost. Customers are allowed to hire their own security, with recommendations available from The Platinum Room.

- IV) The Platinum Room Event & Entertainment Venue, LLC requires the presence of at least one security personnel. Proof of legal drinking age will be requested from all guests consuming alcoholic beverages.

- V) No one under the age of twenty-one (21) will be served alcoholic beverages at any event. Guests must provide valid identification as proof of legal drinking age.
- VI) Signs notifying attendees of the legal drinking age and the requirement to show proof of legal drinking age will be posted at all events serving alcohol.
- VII) The Platinum Room Event & Entertainment Venue, LLC bartending staff reserves the right to refuse service to anyone who is visibly or otherwise apparently intoxicated.
- VIII) The Venue/Renter agrees to serve alcohol between the hours of:
  - a. Monday-Saturday 9am-12am
  - b. Sunday 1pm-12am

## V. GENERAL INFORMATION

### OUR ROOM CAPACITY:

Stand up & floating:	<b>up to 300 people</b>
Banquet seated:	<b>up to 250</b>
Theater-style seating:	<b>up to 250</b>
Classroom-style seating:	<b>up to 150 individuals</b>

### EQUIPMENT:

The Platinum Room provides tables and chairs for up to 100 guests. If additional equipment is necessary to reach the capacity based on your approved setup style, it is the responsibility of the renter to rent it from another source at the renter's expense. The renter is also responsible for setting up and removing any additional equipment during the paid hours.

### EQUIPMENT INCLUDED:

- ✓ 8 Round Banquet Tables "72" Seats 10
- ✓ 4-6FT Square Tables 72" L38" W Seats 6
- ✓ 2-6FT Food/Catering Set up
- ✓ 2 Cocktail Tables 4 Bar Stools
- ✓ 100 Black Chairs Banquet Chairs

If additional assistance is needed for set up, our team can be hired at an **EXTRA** charge of \$350.00.

Phone: [+252-450-9086](tel:+252-450-9086) Email: [Sbrichardson7@gmail.com](mailto:Sbrichardson7@gmail.com) [www.theplatinumroomeventspace.com](http://www.theplatinumroomeventspace.com)

*Please note that once the customer cancels the event reservation after the deposit is paid, it becomes NON-REFUNDABLE and a 3% fee will be applied to all Electronic Payment Transactions for both payments and refunds.*



## **CONTRACT APPROVAL:**

The signed Event Agreement will be reviewed to determine its appropriateness for The Platinum Room Event & Entertainment Center, LLC. Before distribution, any promotional flier for all advertised events must be sent to the Platinum Room Event & Entertainment Center, LLC with the Signed Agreement for approval via email to [Sbrichardson7@gmail.com](mailto:Sbrichardson7@gmail.com), addressed to the Rental Coordinator. The renter will be notified within 24 hours regarding the application approval. Once approved, all required deposits must be paid to secure a date.

## **VI. SUBMISSION OF RENTAL APPLICATION**

To submit the rental application, you may either complete the Online PDF form or print it out and email it to [sbrichardson7@gmail.com](mailto:sbrichardson7@gmail.com). When sending the agreement via email, please include your name and the subject "Venue Agreement".

If you have any inquiries or would like to arrange a tour of our facility, please don't hesitate to get in touch with our Rental Coordinator, Sandra Bryant-Richardson, at Text: (252) 450-9086 or Office: (242) 446-1411. Our Venue Tour Manager, Teresa Hunter, is available Monday to Friday from 9 am to 4 pm. Additionally, you can conveniently access our application online for electronic submission. We look forward to assisting you!

The Platinum Room Event & Entertainment Venue, LLC is located at:

- 1179 Jeffery's Road, Rock Mount NC 27804, beside Simmon & Harris Reality**

## **VII. PAYMENT DETAILS**

### **PAYMENT OPTIONS:**

- 1. Venmo 252.450.9086**
- 2. Cash App: \$Sbrenterprise**
- 3. Cash**
- 4. Cashier Checks and Money orders accepted (NO PERSONAL OR BUSINESS CHECKS)**

Payable to: **Sandra Bryant**

**DROP OFF OR MAILED TO ADDRESS:**

M-F 9:00AM - 4:00PM

2803 Sunset Avenue Rocky Mount, NC 27804 (After hours drop box onsite)

PLEASE MAKE ALL PAYMENTS PAYABLE TO: **Sandra Bryant**

MEMO: **The Platinum Room Entertainment Venue, LLC**

PRINT NAME OR ORGANIZATION: \_\_\_\_\_

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

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

**MANAGEMENT APPROVAL BEFORE PAYMENT:**

*Please note that once the customer cancels the event reservation after the deposit is paid, it becomes NON-REFUNDABLE and a 3% fee will be applied to all Electronic Payment Transactions for both payments and refunds.*

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

Rep Initial Alcohol Approved: \_\_\_\_\_ to be served onsite.

**INCLUDING NON-REFUNDABLE BOOKING FEE** (plus alcohol, security and added services fee due 30 days of event if applicable)

\_\_\_\_\_ TOTAL AMOUNT PAID

\_\_\_\_\_ REMAINING BALANCE DUE

BALANCE DUE BY 30 days prior to the event. If not paid in full, the event will be canceled without notice. It's the Renter responsibility to follow up on payment. Record of amount received and payment dates.

Payment Arrangement:

\_\_\_\_\_/ DATE \_\_\_\_\_ TOTAL AMOUNT PAID

\_\_\_\_\_/ DATE \_\_\_\_\_ TOTAL AMOUNT PAID

## VIII. IMPORTANT INFORMATION

- i) All Promotional parties and events that end after 7 PM and are inviting guests under the age of 30 will require Hired Security or Rocky Mount Police Department Security for the duration of the event. Rocky Mount Police Department Security must be provided at the renter's expense if deemed necessary. It is the Renter's responsibility to hire security onsite.
- ii) The Platinum Room will not provide any Food/Beverage/Equipment for renters' usage. Equipment rented from another source must be approved by the Rental Coordinator. There is no onsite cooking, inside grills, or unattended flames allowed on site. The renter is responsible for contacting and contracting all rental needs.
- iii) It is the renter's responsibility to hire a caterer. Caterers may enter the facility within the contracted hours. All caterers need to review the Sign Rental Agreement to follow the outlined rules.
- iv) No cooking inside the premises. All food must be prepared prior to arrival. Prior approval is required for outside grilling and licensed food trucks. We allow licensed food trucks with prior approval from Sandra Bryant-Richardson, the Manager.
- v) If a license is required, it must be provided by the Nash County Health Department Food License.
- vi) All caterers need to review the Sign Rental Agreement to follow the outlined rules. Outside caterers will be responsible for set-up & cleanup. If any items are used, damaged, or removed from The Platinum Room, the renter will be 100% responsible for the cost and rental of our equipment. *(Any costs will be deducted from the Refundable Security Deposit.)*

## FACILITY

- i. The Rental coordinator or a designee is available by appointment for a tour of the facility and a pre-event walk-through. Please schedule for them to attend if required. You may also visit the venue prior to your event with your Decorator, Photographer, DJ, and Catering Company during the available hours.
- ii. The available hours for tours are Monday to Friday between 11 am to 12 pm and 4 pm to 5 pm. Please note that appointments are required, and we kindly request 24 hours' notice for all appointments.

For further inquiries or to schedule an appointment, you can reach out to Sandra at 252.450.9086 or (252)446-1411 between 9 am and 4 pm.

- iii. On the day of your event, the Rental Coordinator Team or a designee will be available to walk through with the Catering/Decor Event Coordinator to meet, unlock, and set up for your event, as well as assist with the clean-up process.
- iv. The Rental Coordinator or staff of the Platinum Room Event & Entertainment Venue shall arrive at the event location at an agreed-upon time to meet the vendors at least one hour prior to the renter's scheduled hours.
- v. The Renting Party fully understands and agrees that the Platinum Room Event & Entertainment Venue, LLC shall not be held responsible or liable in the event the Platinum Room Event & Entertainment Venue, LLC is prohibited from providing event space due to unforeseen acts of nature such as earthquakes, floods, hurricanes, tornadoes, or volcanic eruptions.

## SET-UP

Deliveries should be scheduled on the day of the event and within the rented hours. The delivery address for the Platinum Room is 1179 Jeffery's Road, Rock Mount NC 27804. The Platinum Room staff reserves the right to change the setup of any event to provide adequate safety and protection to its facilities and guests. ***Equipment or setup beyond the terms of the PAID agreement will not be allowed.***

## FORFEIT REFUNDABLE DEPOSIT:

Decorations will be limited to free-standing or tabletop items only. Items may not be adhered in any fashion to the facility's walls, doors, windows, or ceilings, including gluing, stapling, painting, or screwing, to ensure the preservation of the venue's condition.

Balloons utilized in decorating must be properly restrained and remain so until they are removed from the facility. ***Absolutely no loose balloons are allowed to float in the ceiling.*** The use of loose confetti on tables, floor, or loose beads is strictly prohibited. Confetti and loose beads must be placed in containers or jars to prevent any mess or inconvenience.

## PHOTOGRAPHY:

Events and activities taking place at The Platinum Room may be photographed for use in print, video, and online marketing of the facility.

1. **CONDITIONS:**

The Platinum Room will not produce, publish, or distribute printed information or signage associated with the renters' event without prior approval. Any advertisement for the event that includes the Platinum Room name must first be reviewed and approved by the Rental Coordinator.

2. **SMOKING VIOLATION:**

Smoking is strictly prohibited inside The Platinum Room, including the use of cigars, vapes, cigarettes, and marijuana. As the renter, you are responsible for ensuring that your guests comply with this policy. Any violation of the smoking policy will result in forfeiture of your refund.

3. **FOOD/CATERERS:**

Cooking is not allowed within the facility.

4. **NONLIABILITY:**

A. Children must always be supervised.

B. The Platinum Room Event & Entertainment Venue, LLC is not responsible for any lost, stolen, damaged, or destroyed items or property belonging to guests while on The Platinum Room premises.

This Agreement between the Platinum Room Event & Entertainment Venue, LLC, and the Renting Party, hereinafter referred to as "Lessee," outlines the procedures necessary to use the Platinum Room Event & Entertainment Venue, LLC, as detailed in the Request for Event Space Rental form submitted by the Lessee and fully executed on [Date].

This agreement must be signed by all parties, and a \$\_\_\_\_\_ deposit fee must be paid in advance to complete your facility reservation. Once the agreement and deposit are received, this document serves as a written contract.

NOW, THEREFORE, in consideration of being granted the right to use the Property, the Indemnitor hereby agrees to:

(i) RELEASE, ACQUIT, AND FOREVER DISCHARGE the Platinum Room Event & Entertainment Venue, LLC from any and all claims, losses, damages, or liability (present or future), on account of injury to persons or property, including injury resulting in death,

arising out of or in any way connected with the use of the Property for the Activity specified above, or for any other activity or activities at the Property by the undersigned Indemnitor during the term of this Release and Indemnity Agreement; and

(ii) INDEMNIFY, DEFEND, AND HOLD HARMLESS the Platinum Room Event & Entertainment Venue, LLC from and against any and all claims, losses, damages, or liability (present or future), and all costs, charges, and fees (including court costs and reasonable attorney's fees) related thereto, arising out of, or in any way connected with the use of the Property by the undersigned Indemnitor, or anyone using the Property under the auspices of the undersigned Indemnitor, or with the implied or express consent of the undersigned.

It is understood and agreed that the Platinum Room Event & Entertainment Venue, LLC makes no representation or warranty, express or implied, that the Property is suitable, safe, or appropriate for the Activity. The undersigned Indemnitor assumes the risk of any loss, damage, or liability resulting from the use of the Property. The undersigned will not use or authorize anyone to use the Property for any activity except the Activity specified above, except with the consent of the Platinum Room Event & Entertainment Venue, LLC or its duly authorized representative.

It is further understood and agreed that if any term or provision of this Release and Indemnity Agreement, or the application thereof to any person, firm, corporation, or circumstance shall, to any extent, be deemed invalid or unenforceable, the remainder of this Release and Indemnity Agreement, or the application of such term or provision to persons, firms, corporations, or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby. Each term and provision of this Release and Indemnity Agreement shall be valid and enforceable to the fullest extent permitted by law.

The undersigned has carefully read this Release and Indemnity Agreement and executes it voluntarily in his or her duly authorized, official capacity on behalf of the Indemnitor.

This day of \_\_\_\_\_, 20\_\_\_\_\_

**SIGNATURE OF THE RENTING PARTY:**

\_\_\_\_\_

A standard waiver of liability and/or hold harmless agreement shall be executed by the

applicant, releasing the Platinum Room Event & Entertainment Venue, LLC from any liability associated with the serving of alcoholic beverages.

No alcoholic beverages are allowed outside of the event room(s), including outside of the building. The renter assumes all liability regarding alcoholic beverages served and consumed during their event.

In order to maintain safety, the Platinum Room Event & Entertainment Venue, LLC staff reserves the right to request guests perceived to be overly intoxicated to leave the premises. The host of the event shall be responsible for providing designated drivers or other means of transportation for intoxicated guests.

**NOT ALLOWED NOT TOLERATED ON PREMISE:**

- NO SMOKING INSIDE!**
- NO FIGHTING!**
- NO DRUGS!**
- NO GUNS!**

The Venue Rental Only is \$850.00, which includes tables and chairs for up to 100 guests for the renter to set up. The renter is responsible for setting up tables and chairs and returning them to their original placement after the event is over.

*Please note that once the customer cancels the event reservation after the deposit is paid, it becomes NON-REFUNDABLE and a 3% fee will be applied to all Electronic Payment Transactions for both payments and refunds.*

**RENTER IS RESPONSIBLE FOR CLEANING UP THE FACILITY TO ITS ORIGINAL APPEARANCE WITHIN THE RENTED TIME.**

Please read and acknowledge that you have approved this agreement. Return the agreement to the rental office by (one month prior to the event date). Keep a copy of the application for your records.

Applicant (Print) Signature:

\_\_\_\_\_

Date Signed: \_\_\_/\_\_\_/\_\_\_



OFFICE USE ONLY

**MUST BE APPROVED BY MANAGEMENT & RENTAL STAFF SIGNATURE**