



# **MOTORCYCLE VENUE AGREEMENT**

**ROLL UP ON THEM 2'S & 3 WHEELS**

*Let's plan your next meet & greet!*

**ANNIVERSARY PARTIES & FUNDRAISING**

**WE HAVE THE PERFECT PLATINUM  
VENUE PACKAGE FOR YOU...**

**THE PLATINUM \$500 PROMO**

**MOTORCYCLE CLUBS**

**SOCIAL CLUBS**

**TRAIL RIDERS**

## 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. DATE OF EVENT: \_\_\_\_\_
12. TIME USE OF THE VENDOR: \_\_\_\_\_

*(IMPORTANT NOTE: Hours must include your decorating and clean up time.)*

### VENDORS INFORMATION

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

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

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

## II. RENTAL RATES

### PROMO PRICING

<b>\$750.00</b>	<b>(501) C3 - MOTORCYCLE - SOCIAL CLUB</b>
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### MONDAY - SUNDAY RATES

<b>Flat Rates:</b> \$500.00	<b>Extra Set Time:</b> \$50.00 per hour
<b>Deposit:</b> \$250.00	<b>Total Rental Hours:</b> 12 hours
<b>Door Split:</b> 30/70 (Choose Flat Rate or Split)	<b>Rebooking Fee:</b> \$200
<b>Available Booking Hours:</b> 8:00am – 1:00am (Building must be cleaned in your 12 Hours)	<b>Holiday Rate:</b> Additional \$150.00 fee added to package

### A LA CARTE

RENTAL RATES (Per hour rates): \$75 Bartender Cash Bar (4 hours Per 75 guest)	Inclusion: Alcohol, mixer, cups and straws for cash bar.
<b>ADD ONS:</b>	<b>\$75</b> Per Extra Security Guard <b>\$500</b> DJ <b>\$250</b> Table, Chairs Set-up and Clean up <b>\$200</b> Per Throne Chair Rental (Cream & Gold)

### A LA CARTE APPETIZER TRAYS *(Prices May Change Due to Economy Increase)*

Fiesta Pasta Salad	<b>\$100</b>
Queso Cheese Meat Dip	<b>\$100</b>
Mini Turkey & Cheese Sandwich	<b>\$100</b>
Mini Ham & Cheese Sandwich	<b>\$100</b>
Mini Chicken Salad Sandwich	<b>\$100</b>
Mini Cheese Beef Sandwich	<b>\$100</b>
Meatballs Choose Flavors: Honey BBQ, Teriyaki, Caribbean Mango	<b>\$100</b>
Winglets Choose Flavors: Honey BBQ, Jerk Caribbean, Mild Buffalo	<b>\$150</b>
Signature Sangria Punch: Tropical Caribbean and The Punisher (Each 3 Gallon)	<b>\$200</b>

*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. TERMS AND CONDITION:

#### **NON-REFUNDABLE BOOKING FEE:**

A non-refundable reservation fee of **\$325.00**, or the full application cost, whichever amount is lower, is required upon submission of your application. Reservations will not be confirmed without both a completed application and the accompanying booking fee.

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.

#### **BALANCE:**

The balance must be paid at least **30 days** prior to the event date.

#### **CANCELLATION AND REFUND POLICY:**

In the event of a cancellation initiated by Platinum Room Event & Entertainment Venue, LLC, a complete refund of all funds will be promptly issued. However, should the customer decide to cancel the event reservation after making the initial deposit, **no refund shall be granted**. This policy extends to circumstances wherein the customer cancels the event or fails to comply with the contractual obligations, which may include the failure to secure requisite alcohol permits, food permits, zoning permits (if necessary), or the provision of adequate security measures.

*A 3% fee will be applied to all Electronic Payment Transactions for both payments and refunds.*

#### **RENTAL RATES (Per hour rates):**

- a. The cost is **\$75 for a 2-hour service with one bartender** for every 75 guests.
- b. Customers need to provide sealed alcohol, mixers, cups, and straws 3 hours before the event.
- c. The **rental fee includes one security person for up to 75 guests** during the event. (If extra security is needed, the rate will be set at \$75 per hour.)

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

(Will alcohol be served?)

#### **ALCOHOL POLICY:**

- i) Alcohol cannot be brought into the venue without obtaining prior approval. The Renting Party is responsible for securing all necessary licenses for the sale or service of alcohol to guests.

- ii) The Renting Party has the option to engage the bartending staff provided by Platinum Room Event & Entertainment Venue, LLC for serving alcoholic beverages. **Additional charges will apply for our bartender services.**
- iii) Whenever alcoholic beverages are being served, the Platinum Room Event & Entertainment Venue, LLC will mandate the presence of security officers, and the associated fee will be incorporated into the invoice.
- iv) Proof of legal drinking age will be requested from all individuals consuming alcoholic beverages.
- v) Alcoholic beverages will not be served to anyone under the age of twenty-one (21) **without valid identification** (ID).
- vi) Notices informing attendees of the legal drinking age requirement and the necessity of providing proof of legal drinking age will be prominently displayed at all events where alcohol is served.
- vii) The bartending staff of Platinum Room Event & Entertainment Venue, LLC reserves the right to decline service to individuals who are visibly or otherwise evidently intoxicated.
- viii) The Renting Party agrees to serve alcohol only during the following hours:  
**Monday to Friday: 9:00 AM to 12:00 AM and Sunday: 1:00 PM to 12:00 AM.**

## IV. GENERAL INFORMATION:

### OUR FACILITY FEATURES:

Capacity for standing room:	<b>150 up to 175 people</b>
Seating for banquet-style events:	<b>50 up to 100 guests</b>
Theater-style seating:	<b>50 up to 150 attendees</b>
Classroom-style seating:	<b>50 up to 100 individuals</b>

### EQUIPMENT

The Platinum Room offers the following items as part of the event setup at an extra charge of <b>\$250.00</b> :	8 round banquet tables
	2 head tables measuring 6 feet each
	2 food tables measuring 6 feet each
	1 table designated for cake or drinks
	100 chairs suitable for the event setup

If additional equipment is needed to accommodate the approved setup style and reach the desired capacity, the renter is responsible for procuring such equipment from an external source at their own expense. Additionally, the renter is responsible for both setting up and removing any additional equipment during the hours they have paid for.

## CONTRACT APPROVAL:

Events will undergo a review process to determine their suitability for the Platinum Room Event & Entertainment Center, LLC. A preliminary version of the promotional flyer for all advertised events must be forwarded to the Platinum Room Event & Entertainment Center, LLC Manager at [Sbrichardson7@gmail.com](mailto:Sbrichardson7@gmail.com) and the Rental Coordinator at least two weeks before distribution. The applicant will receive notification of the approval or disapproval of their application within three (3) business days.

## RENTAL APPLICATION SUBMISSION:

To secure your reservation, kindly submit the fully completed application, along with a non-refundable booking fee of \$200.00 to:

**The Platinum Room Event & Entertainment Venue, LLC.**

**Attn: Rental Coordinator**

**1179 Jeffery's Road, Rock Mount NC 27804**

If you have any inquiries or wish to arrange a tour of our facility, please do not hesitate to get in touch with our Rental Coordinator, **Sandra Bryant-Richardson**, at **(252) 450-9086**. We're here to assist you!

## APPLICATION NOW ACCESSIBLE ONLINE (FILL & SUBMIT):

## PAYMENT OPTIONS:

Cashier Checks, Paypal, Cash App and money orders accepted (No Personal Checks).

*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.*

## SUBMISSION METHODS:

You can either drop off your payment in person or mail it to the following address during our office hours, which are from 9:00 am to 4:00 pm:

**2803 Sunset Avenue**

**Rocky Mount, NC 27804**

**PLEASE MAKE ALL CHECKS PAYABLE TO: SANDRA BRYANT.**

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

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

Approved by: \_\_\_\_\_

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

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

TOTAL AMOUNT DUE: \$\_\_\_\_\_

*(Non-Refundable Booking Fee: plus bartender, security, and additional services fee, if applicable)*

***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.***

REMAINING BALANCE: \$\_\_\_\_\_

*(Balance Due 30 days prior to the event.)*

- A. Parties and events with attendees **under the age of 25** that extend beyond 9:00 PM will require security personnel from the Rocky Mount Police Department, which will be arranged and covered by the renter if necessary.
- B. The renter assumes responsibility for the replacement or repair of any facility property that is broken or damaged during the event. In such cases, the renter will receive an invoice **within 7 days** after the event.
- C. The Platinum Room does not provide any food, beverages, or equipment for the renter's use. Equipment obtained from an external source must receive approval from the Rental Coordinator. **There is strictly no cooking, grilling, or unattended flames permitted on the premises.** The renter is responsible for coordinating all rental needs.
- D. It is the renter's responsibility to engage the services of a caterer. The caterer is allowed access to the facility during the contracted hours, and all food must be prepared off-site before arrival.
- E. Must obtain **approval** for outside grilling prior to the scheduled event.
- F. Must obtain appropriate Nash County Health Department Food License.
- G. The outside caterer will be responsible for setup and cleanup. If any items from The Platinum Room are used, damaged, or removed, **the renter will be entirely responsible**

for covering the associated costs. (which will be deducted from the refundable security deposit)

## FACILITY:

- H. The Rental Coordinator or a designated representative is available for facility tours and pre-event walk-throughs by appointment. These appointments are only available on weekdays, Monday through Friday, from 11 am to 3 pm.
- I. The rental coordinator or a designated representative will be available the duration of your event (including set up and clean up).
- J. If the Renting Party decides to change the date or time of the scheduled event, and if the Platinum Room Event & Entertainment Venue, LLC is unable to provide the event space, then the Platinum Room Event & Entertainment Venue, LLC is no longer bound by the contract and will not be held responsible or liable in any way for non-performance. Additionally, the Renting Party will forfeit all fees as per this agreement for not adhering to it. A re-scheduling booking fee of \$200.00 will apply to the new event date or time.
- K. The Rental Coordinator or Platinum Room Event & Entertainment Venue staff will arrive at the event location one hour before the agreed-upon time to meet with the vendors, ahead of the renter's scheduled hours. The Renting Party acknowledges and agrees that the Platinum Room Event & Entertainment Venue, LLC will not be held responsible or liable if it is unable to provide event space due to unforeseen acts of nature such as earthquakes, floods, hurricanes, tornadoes, or volcanoes.

## SET UP:

- L. Deliveries should be arranged for the day of the event within the rented hours. **The delivery address for the Platinum Room is 1179 Jeffery's Road, Rocky Mount, NC 27804.** The Platinum Room staff retains the right to adjust the event setup as necessary to ensure the safety and protection of its facility and guests.
- M. Decorations are restricted to free-standing or tabletop items only. They must not be affixed in any way to the facility's walls, doors, windows, or ceilings.
- N. Balloons used for decoration must be securely fastened and remain so until they are removed from the facility. **The use of confetti or loose beads is not permitted.**
- O. The renter is responsible for both setting up and taking down the facility's tables and chairs.



## **CLEAN UP:**

The renter must ensure the facility is left clean and in its original condition. Spills should be cleaned, trash placed in provided bins with double-bagged, tied tops. Any items needing later pickup incur extra charges approved by the rental coordinator. Renter's items must be removed within the designated clean-up time. A **\$350.00** damage and clean-up fee will be held and refunded **72 hours** after the event.

## **PHOTOGRAPHY:**

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