



VENUE AGREEMENT

We Offer DIY Venue Space

Effective 2.7.2025

1179 Jeffery 's Road, Rocky 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 \$900 rental fee includes a total of 10 hours, covering both setup and cleanup, 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

Flat Rates: \$900.00	Extra Set Time: \$100.00 per hour
Deposit: \$450.00	Total Rental Hours: 10 hours
Balance: \$450.00	Rebooking Fee: \$200 per hour.
Required Refundable Deposit: \$425.00	
Available Booking Hours: 9:00am - 1:00am	Holiday Rate: Additional \$150.00 fee will be added to the package.

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

Tables, Chair Setup and Clean-Up: Fee \$500.00
2 Cream Throne Chairs No Cost: \$0.00
Per Security Guard Over 100: \$100.00

ALCOHOL RULES:

Important note: 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. (Required to get your proper license)

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.

REQUIRED REFUNDABLE DEPOSIT \$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. Wipedown all tables.
7. There should be no trash on the floors.
8. ***NO Confetti is Allowed!***

VENUE EQUIPMENT INSTRUCTIONS:

1. Please stack the tables on the side of the hallway back wall.
2. Stack all tables on top of each other.
3. Stack chairs in groups of 10, and line them up in the room with double glass doors.

If any Platinum Room Equipment is removed from the walls or removed from their station damaged and/ or not placed back 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 3 business 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 3 Business Days agreed.

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.

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.

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. **Renters are responsible to establish their own alcohol license.**
- II) The Platinum Room Event & Entertainment Venue, LLC will not provide bartenders or alcohol supplies.
- III) **Required one security officer per 100 guests** when alcoholic beverages being served at promotional party events, and the fee will be included in the bill. If the party has over 100 guests, **you are required to hire an extra security guard.**
- IV) **The Platinum Room Event & Entertainment Venue, LLC requires the security guards have their own pricing and cannot be included in the venue's pricing.**
- 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 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:	up to 200 people
Banquet seated:	up to 150
Theater-style seating:	up to 200
Classroom-style seating:	up to 150 individuals

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 \$500.00.

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, 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. 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. Our Manager is available Monday to Friday from 9 am to 5 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, Rocky Mount NC 27804, beside Simmon & Harris Reality

VII. PAYMENT DETAILS

PAYMENT OPTIONS:

• Venmo 252.450.9086	• Cash
• Apple Pay: 252-450-9086	• Cash App: \$Sbrenterprise
• 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 27804PLEASE 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:

Initial Alcohol Will Be Served Approval: _____ 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 _____
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.

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 noonsite cooking, inside grills, or unattended flames allowed onsite. 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: SELF TOUR

- 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 Sunday between 9 am to 6 pm (Unless the venue is booked). Please note that appointments are required and sign the Key Release Form uploaded with a current photo ID notice for all appointments.

For further inquiries or to schedule an appointment, you can reach out to Sandra at 252.450.9086.

- III. 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, Rocky 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.

REFUNDABLE DEPOSIT

By signing below, you acknowledge that if any tables, chairs, or equipment are **dragged across the floors**, causing **scratches, damages, or harm** to our venue décor or equipment **without prior approval**, **100% of your refundable deposit will be forfeited.**

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, hookah, 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 [_____].

This agreement must be signed by all parties, and a **50%** 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 anyway 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 anyway 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 circumstances hall,

Call Us (Available 24/7): **+252-450-9086** Email: **Sbrichardson7@gmail.com**

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 _____, 2025.

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 \$900.00, 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.

REQUIRED REFUNDABLE DEPOSIT: \$425.00

By signing below, you acknowledge that 100% of your refundable deposit will be forfeited if any tables, chairs, or equipment are dragged across the floors, causing scratches or damage. Additionally, the deposit will be forfeited if any venue décor, including items on the walls, floors, or equipment, is removed or used without prior approval.

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: _____

Management Approved: _____

Date Signed: _____