

The Iva Mae

Contact: Johnathan Ford @816-438-3991
11433 County rd 381 St. Joseph Mo, 64505

Event hall rental Agreement

Event Date _____ # of expected guests _____

Type of event _____

Please Choose (Ceremony and reception)(Reception only) Or (Other) If other please specify.

Contact name: _____ Phone # _____

Contact name: _____ Phone # _____

Email: _____ Mailing address: _____

Event start time _____ Expected end time _____

Other pertinent information: _____

Down Payment: A minimum of **50%** down payment is required to hold your date (excluding deposit). The balance is due 30 days prior to the event. In the event of a cancellation, rental down payments are non-refundable.

Security deposit: A Security deposit of **\$200.00** is due 30days prior to your event and is refundable 48 hours after event as long as there is: no damage to the premises, no items or furnishings damaged or stolen, the Iva Mae is left in a clean fashion with all trash in trash bins, all decoration removed with no damage to walls or fixtures. In the event of a cancellation prior to the event, the deposit will be refunded in full. Deposit may be picked up after 48 hours of event, or will be mailed back in two week time frame.

Cancellations: The Iva Mae will only refund the security deposit (If it has been paid) if your event is cancelled for any reason. A full refund minus a \$100 Administration fee with be given if your event date is re booked by another party. The down payment can not be credited for a future date in the event of a cancelation.

Clean up: Cleanup will be done by Iva Mae staff however, renters must have trash picked up and placed in trash bins, all decorations must be taken down with no damage to walls or fixtures, and all personal belongings removed.

Smoking: The Iva Mae is a Non-smoking facility and under no circumstance will it be allowed to smoke, or vape inside venue. If this policy is violated and continues after addressed with renters and or guests event can be cancelled with no refund.

Duration of the event: The event hall can be accessed at 9am on day of rental. **The day prior may be rented and utilized for only additional \$300 dollars if available.** Agreed upon rental price includes facility from 9am to 12am, however **The Iva Mae can be used after 12am with additional fee of only \$75.00 each additional hour.** The building must be vacated and cleaned by allotted time (Breakdown/cleanup) in order to avoid additional charges for going over time.

Prohibited items: No Firearms, Fireworks, Sparklers, or illegal drugs may be used or possessed on or around the premises. This could lead to cancelation of event with no refund or legal involvement.

Refunds: In the event of circumstances beyond the control of the Iva Mae that render the premises unusable (Fire, natural disaster, power failure, ect) that would cause the cancellation of your event, your rental fee would be fully refunded. However the Iva Mae, or owners of the establishment can not be held liable for any compensation to the renter for the caterer, florist, musician, photographer or any other subcontractors.

Damage from decorations: The Iva Mae allows for decorations by renters, however, renters will be responsible for any damage to walls floors, carpet ect. Absolutely no tape, tacks, staples, nails, rice, or confetti, is permitted on the premises.

Children: If there are to be small children at the event we strongly encourage renter to designate someone to look after

held liable for any damage caused if children are unsupervised appropriately.

Lost or abandoned items: Please keep all valuables with you at all times. The Iva May is not responsible for any lost or stolen items.

DJ and Photo Booth: Includes 5 hours of DJ service and 3 hours of photo booth service. **If more time is needed an additional fee of only \$50.00 dollars per hour of DJ service will be added or \$50 per hour of photo booth service added to total price.** The Photo booth can be customized to reflect your name and date. The photo booth includes one print for guests to take, and all pictures saved to USB drive for renter. **Additional pictures can be printed for only \$75 additional to total price.**

Total price inclusions/exclusions: Tables and chairs included in total price for total number of guests. However, **linens are not provided by the Iva May but table clothes can be rented for additional fee of only \$5.00 per table.**

Staff gratuity: Greatly appreciated at closing time but not mandatory.

Liability of The Iva May and its owner

1. I understand that the Iva Mae and its owner are not responsible for any bodily damage or property damage on or near the event site resulting from any act by anyone to cause harm or omission by anyone. This exclusion applies to anyone at or near the event site, whether or not under the influence of alcohol or narcotics.

Initial _____

2. Serving alcohol and food at the event site, is the sole responsibility of the renter. Any incident related to the over consumption or poisoning of alcohol or food on the premises is the responsibility of the renter NOT the Iva Mae or its owner.

Initial _____

3. I understand that the Iva Mae and its owner are not responsible for any incidents related to the use of motor vehicle to or from the event and facility and responsibility falls on the renter.

Initial _____

4. I understand that the Iva Mae and its owner is not responsible for any thefts before, during, or after the event and can not be held liable for the cost associated with this occurrence.

Initial _____

5. I understand that the Iva Mae and its owner is not responsible for any inconveniences that may occur for which we have no control during the event. This includes, but not limited to: Power outages, adverse weather conditions, mandatory evacuation, construction, Mechanical failure such as air conditioning, water heater, lights, audio equipment, ect. No refunds with be given if this occurrence takes place.

Initial _____

*By signing below I state that I am aware of all terms and conditions listed above, and have no further questions in regards to the contract or expectations as a renter.

_____ X _____ Date:

Print (Iva Mae representative)

Signature

_____ X _____

Date: _____

Print (Renter)

Signature

Cost allocation and expectation

Total price (excluding additions) (excluding security deposit): _____

Additions requested include: _____

Total price (including additions) (excluding security deposit):

Amount paid: _____

Amount remaining: _____ DUE BY:

Security deposit of \$200 must be paid in addition to total price 30 days prior to event.

Security deposit paid date: _____

*By signing below I state that I am aware of all terms and conditions listed above (page 1 through page 4), and have no further questions in regards to the contract or expectations as a renter. I understand that additional time and fees must be paid for extended DJ hours, extra photo booth prints, table clothes and use of venue after midnight.

_____ X _____ Date:

Print (Iva Mae representative)

Signature

_____ X _____

Date: _____

Print (Renter)

Signature

Initial _____