

IVA MAE EVENT VENUE CONTRACT AGREEMENT

Name:

Type of Event:

Event date and Start time:

Expected guest count:

Contact Information:

Phone Number:

Email:

Mailing address:

Contact Information:

Phone Number:

Email:

Mailing address:

Additional important information:

LIABILITY OF THE IVA MAE EVENT VENUE AND ITS OWNERS

1. **Down Payment:** To save the date the deposit is of \$600 dollars and the remaining balance is up to a week prior to your event. An additional \$300 dollars damage deposit will be charged and refunded after the event if no damage or excessive mess has occurred. **Your requested date will not be saved/reserved until deposit is received.**

Initials _____

2. **Cancellations:** Down payments are Non Refundable, and date can not be moved to another date

Initials _____

3. **Cleaning:** Cleaning is included, however we expect the venue is left with no excessive mess on the floors, all trash bins emptied and all decoration removed with no damage to walls or fixtures, and items or furnishings damaged or stolen. Failure to do so could lead to fee/charges out of damage deposit

Initials_____

4. **Damage from decorations:** The Iva Mae allows decorations by renters, however, renters will be responsible for any damage to walls, floors, carpet ect. **Absolutely no tape, tacks, staples, nails, rice, confetti or glitter, and no use of candles, artificial fire or sparkles of any kind.**

Initials_____

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

Initials_____

6. **Duration of the Event:** Iva Mae venue at the time stipulated by owner and renter, until midnight, if you rented the day prior you will have access to the building at the time previously stipulated. If you want to stay past midnight for your event any additional hour is \$200 dollars. To avoid extra fees the space must be vacated and cleaned by specified time

Initials_____

7. **Prohibited items:** Firearms, fireworks, and illegal drugs are strictly prohibited on or around the premises. Violation of this policy may result in event cancellation without a refund and possible legal action

Initials_____

8. **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.

Initials_____

9. **Children:** If there will be young children at the event, we strongly recommend designating a responsible adult to supervise them. Please note that you may be held liable for any damage caused by unsupervised children

Initials_____

10. **Lost or abandoned items:** Please ensure that you keep all valuables with you at all times. Iva Mae is not responsible for any lost or stolen items.

Initials_____

11. I understand that neither Iva Mae nor its owner are liable for any personal injury or property damage occurring on or near the event site, whether caused by an act or omission of any individual. This exclusion applies to all persons at or near the event site, regardless of whether they are under the influence of alcohol or drugs

Initials_____

12. The responsibility for serving alcohol and food at the event rests entirely with the renter. Any incidents related to overconsumption of food/alcohol poisoning on the premises are the renter's responsibility, not of Iva Mae or its owners

Initials _____

13. I understand that Iva Mae and its owner are not liable for any incidents involving the use of motor vehicles to or from the event and facility; responsibility for such incidents lies with the renter.

Initials_____

14. I understand that Iva Mae and its owner are not responsible for any thefts before, during, or after the event and cannot be held liable for any costs associated with such occurrences

Initials _____

15. I understand that Iva Mae and its owner are not responsible for any inconveniences during the event that are beyond our control. This includes, but is not limited to, power outages, adverse weather conditions, mandatory evacuations, construction, or mechanical failures such as issues with air conditioning, water heaters, lighting, audio equipment, etc. **No refunds will be issued in the event of such occurrences**

Initials_____

16. I understand I am renting the hall and on the agreed upon date and I take full responsibility of the venue and all the individuals invited on my behalf.

Initials_____

**By signing below, I acknowledge that I have read and understand all the terms and conditions outlined above, and I have no further questions regarding the contract or my responsibilities as a renter.*

NAME AND DATE (IVA MAE OWNER)

SIGNATURE

NAME AND DATE (RENTER)

SIGNATURE

NAME AND DATE (RENTER)

SIGNATURE