



Event Venue Contract

Date of Event:	Name of Event:
Rental Start Time:	Rental End Time:
Estimated Number of Guests:	Will Alcohol Be Served? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name:	Telephone Number:
Mailing Address:	Email Address:

\$100.00 Deposit (\$50.00 Security + \$50.00 Venue Reservation)

Check # _____	Cash _____	Credit _____
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Credit Card Number:	Expiration Date:
Name on Card:	Verification Code:
Billing Zip Code:	Signature:

SECURITY DEPOSIT: A security deposit of **\$50.00** is due and payable upon execution of this contract. This payment will serve as a damage deposit. The security deposit will be returned to client within 45 days of final inspection of the property.

VENUE RESERVATION DEPOSIT: A **non-refundable** reservation deposit of **\$50.00** is due and payable at signing of this contract. The reservation deposit will be applied toward the total rental fee.

VENUE RENTAL FEE(S) PAYMENT: Final payment is due within 10 business days in advance of the event date. Returned checks will incur a \$25 fee.

CANCELLATION: If the event is cancelled more than 72 hours prior to the start of the event, the \$50.00 Venue Reservation Deposit is non-refundable. If the event is cancelled with less than 72 hours notice, the total payment minus the \$50 security deposit is non-refundable.

SETUP: It is the responsibility of the Client to ensure that event setup is in place prior to event start time. At the request of the Client, Markeim staff may provide assistance for an additional fee of **\$50.00**. Client is allowed 45 minutes prior to start of event and 45 minutes at end of event for set up/breakdown.

LIABILITY: Markeim Arts Center is allowing Client and their guests to enter its property on the date and for the purpose of the event listed above. The Client agrees to defend, indemnify and hold harmless Markeim Arts Center from and against all claims and lawsuits by anyone Client invites to the facility on his/her behalf, and assumes all risk even if Client or client's representative claims, or sues on the grounds, that Markeim Arts Center was completely or partly at fault or did anything to cause or contribute to injuries to Client or others (including lawyer's fees). In particular, Client accepts responsibility for any damage caused to the facility, including artwork in the current exhibit, caused by Client and his/her guests. By signing below, Client assumes all risk for the event at Markeim in the case of any and all damages. This includes any and all agents working on Client's behalf, such as caterers, entertainers, etc.

APPLICABLE LAW: This Agreement shall be governed by the laws of the State of New Jersey.

SOCIAL EVENT PERMIT (if applicable) is the responsibility of the Client.

*****RULES AND REGULATIONS*****

Please be kind and leave the property as you found it. **The attached Closing Checklist must be completed and signed at the conclusion of your event.**

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Alcohol may not be served to minors. At any time, if Markeim staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and evict inebriated guests from the premises.

Compliance with all laws, ordinances, and regulations of any government or lawful authority having jurisdiction of the rental premises is required.

The following is prohibited and will result in forfeiture of your security/damage deposit:

- Use of confetti, glitter or similar substances is prohibited.
- Affixing items to walls is prohibited without approval from Markeim Arts Center management.
- Moving artwork is prohibited without prior approval from Markeim Arts Center management.
- Use of candles without holders that prevent wax from dripping on surfaces is prohibited.
- Smoking is prohibited in the facility.
- Excessive cleanup or recyclable sorting by Markeim staff will result in forfeiture of security deposit.

The undersigned has read and agrees to the terms and conditions of this Event Venue Contract.

CLIENT

MARKEIM ARTS CENTER

By: _____

By: _____

Printed Name

Printed Name

Date

Date

FOR INTERNAL USE		
Total Rental Fee	\$	NOTES:
Security Deposit	\$ 50.00	
Total Due	\$	
Deposit Paid	\$	
Balance Due	\$	
Final Balance Due Date	____/____/____	
Final Balance Date Paid	____/____/____	
Security Deposit Return	____/____/____	



CLOSING CHECKLIST

Name: _____

Date of Event: _____

- ☐ Wipe all spills and sweep any food crumbs and place in trash cans.
- ☐ If you use tablecloths please leave them on the tables.
- ☐ Make sure all food and drink is taken with you, and that nothing is left out in the kitchen.
- ☐ If Markeim dishes or glasses are used for the rental, please place them in the dishwasher and run it through a cycle.
- ☐ Use recycling containers for all recyclables. **DO NOT co-mingle trash with recycling.**
- ☐ Take all trash and recycling out the back door and place in trash cans/and recycling cans.
- ☐ If you are closing down at the end of the day, check the thermostat. If heat is on, turn down to 65. If air conditioning is on, turn up to 72.
- ☐ Make sure all lights are turned off before you leave the space.
- ☐ Turn off Stereo (in kitchen cabinet)
- ☐ Close and lock all windows and doors before you leave. Please check to ensure that door is locked in the front. **Please do not lock the top dead bolt on the front door- only the bottom lock on the handle.**

Signature

Date

IN CASE OF EMERGENCY, if you need assistance the day of your event, please leave a message on our emergency voice mail 856-448-4304.