

SPECIAL EVENTS AND WEDDING

VENUE CONTRACT

This Agreement is made effective as of ____/____/____, by and between Ruth's Garden (a division of Animal League of Gaston County/ALGC) and

_____, the CLIENT(S).

_____, (_____) _____ - _____

(Address)

Cell phone

The CLIENT(S) represent that they desire to hold the following special event: _____ on

_____/_____/_____ between ____ am/pm - ____ am/pm (2-hour min.) at Ruth's Garden. *(All events must end by midnight on day of event; New Year's Eve events must end by 1 am.)*

Therefore, the parties agree to the following:

1.) VENUE RENTAL FEE(S):

- a. The CLIENT(S) agrees to pay an initial non-refundable DEPOSIT of \$300. This payment serves to hold the venue for the specified date of ____/____/____ for their event and is payable at signing of this contract.
- b. The CLIENT(S) agrees to pay a damage deposit of \$300 for any damages done to the venue from either you or your guests. The deposit will be refunded 48 hours after event if no damages have occurred.
- c. The venue rental fee of \$300 for the minimum 2-hour rental, with \$150 per additional hour, will be due no later than 21 days prior to the date of the event or wedding. The agreed upon date of payment will be ____/____/____.
- d. Payments may be via cash or debit/credit card. Debit/credit card fee of 3% will be added to the amount due.
- e. Host/Attendant: The CLIENT(S) agrees to pay \$100 for the min. 2-hour event; \$50 per additional hour. This payment must be in cash when venue rental fee is paid to Ruth's Garden; which is 21 days prior to date of event.

2.) DATE CHANGES:

In the event the CLIENT(S) is forced to change the date of the event every effort will be made by Ruth's Garden to transfer reservations to support the new date. The CLIENT(S) agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable

are the sole responsibility of the CLIENT(S). The CLIENT(S) further understands that last minute changes can impact the quality of the event and that Ruth's Garden is not responsible for these compromises in quality.

3.) CANCELLATIONS:

In the event of a cancellation of the event within 7 days of the reserved date, all payments made to date are non-refundable.

4.) LIABILITY

The CLIENT(S) agrees to reimburse the company for any material loss or damage caused by guests. The CLIENT(S) are responsible for the good conduct of guests. Insurance Liability insurance may be requested 7 days before date of event.

5.) EVENT ENDING TIME

All events must end at the time listed in this contract. Any events going past the allotted time will result in a forfeiture of the damage deposit.

6.) DECORATIONS

Decorations may be hung on the fence and gate. All decorations must be removed without leaving any damage directly following the departure of the last guest.

Note: the use of any adhesives is not allowed. Nails and staples may NOT be used. Any decorations must be removed immediately after the event or a later time as agreed to at the signing of the contract.

7.) CATERING

The use of outside caterers is permitted. All food will be prepared off premises and delivered to the venue. All trash and food must be collected on the day of the event and dumped in the dumpster provided or off premises.

8.) ALCOHOL/BEVERAGES

Alcohol is permitted. The CLIENT(S) is solely responsible for the safety of all their guests. Alcohol may not be served to minors. Must NOT be sold on premise. Must have Liquor Liability Insurance coverage. Certificate of Insurance must be provided 7 days before the event.

9.) ILLEGAL SUBSTANCES

Illegal substances are prohibited on any Animal League of Gaston County property. If staff at the venue suspect illegal substances, they have the authority to evict the party(s) involved.

SIGNATURES

CLIENT(S)

_____ DATE: ____/____/____

_____ DATE: ____/____/____

Animal League of Gaston County

d/b/a RUTH'S GARDEN

_____ DATE: ____/____/____

(Representative)

CHECKLIST

1.) Event type: _____

2.) Date of the event: _____ / _____ / _____ (day of the week: _____)

3.) Time frame: _____:_____ am/pm to _____:_____ am/pm

Total hours: _____

4.) Host/Attendant fee needed?: _____(Yes) or _____(NO)

Is event after hours on Monday - Friday (after 6pm)? _____

Is event hours on the weekend? _____

5.) Host/Attendant fee: \$_____.____ (\$50/hour of actual event)

Due: _____ / _____ / _____ (cash only)

- Must have fee 21 days before event

6.) Non-refundable deposit of \$300 received with signing of contract

Due: _____ / _____ / _____

_____ (CASH) or _____ (credit card/debit)

How did you find us?: _____

7.) Refundable \$300 for damages received 21 days before event

Due: _____ / _____ / _____

_____ (CASH) or _____ (credit card/debit)

AFTER EVENT:

\$300 refundable damage deposit: is it refundable? _____ (yes) or _____ (no)

48 hours to refund. Refund date: _____ / _____ / _____

8.) Full amount due: _____ / _____ / _____

Full amount total for actual rental hours: \$_____.

Paid?: _____ (yes) or _____ (no)

Date paid: _____ / _____ / _____

Total: \$_____.

NOTE:
