



720 W. North Ave.
Po Box 44
Flora, IL 62839
(618) 662-0802

WEDDING RECEPTION & EVENT CONTRACT

This contract is made and entered into between Venue 720 Productions, LLC (“Venue 720”) as (“Lessor”) and _____ as (“Lessee” and “Renter”) of _____ (Address)
On this date: _____

In consideration of the rent to be paid and the agreements contained herein, Venue 720 hereby rents to Renter a portion of the property located at 720 W. North Ave., Flora, IL 62839, known as Venue 720. (See attached Renter Information & Costs Form, which shall be incorporated herein, and made a part of this contract.)

_____ **1. INDEMNITY:** Renter will indemnify and hold harmless Venue 720 from any and all claims, actions, damages, liabilities, and expenses, including attorney’s fees and other professional fees, in connection with the loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or within rented premises, including damage or liability caused by the Renter, their guests, agents and employees. Renter is required to provide a Certificate of Insurance listing Venue 720 Productions LLC as additionally insured for the time of your event. We can assist in obtaining this policy if needed. Please ask for additional information.

_____ **2. TERMINATION:** In the event the rented premises are damaged from fire, Act of God (i.e., tornado, flooding, etc.), or other casualty prior to the commencement of the contract term, either party may terminate this contract. In no event shall Venue 720 be obligated to repair or restore the rented premises. In the event the contract is terminated pursuant to the terms of the Paragraph, Venue 720 shall refund to Renter all sums paid.

_____ **3. USE OF PREMISES:** Renter, renter’s guests, agents, servants, and employees shall use the rented premises **only**. Such use by Renter, renter’s guest, agents, servants, and employees must be only for lawful purposes. No part of the rented premises shall be used in any manner whatsoever for purpose in violation of the laws of the United States or of the State of Illinois, County of Clay and/or City of Flora wherein the rented premises is located. Renter shall comply with all such laws, now in effect or hereafter passed during the term of this contract insofar as the rented premises are concerned. Pets are not allowed in the rented premises without prior notification and permission. Children must be supervised at all times. In compliance with local ordinance, **no smoking is permitted inside** the rented premises. **No alcoholic drinks will be permitted outside the rented premises.** One person will be responsible for the key to the venue. It will be that person’s responsibility to see that all guests are out of the venue at the allotted end time. If guests remain in the venue after hours, an

additional charge of \$100/hr will be assessed to the credit card on file. In the event that there are specific concerns which need to be addressed, they will be handled in the addendum to this contract, if applicable.

_____ **4. REPAIRS AND ALTERATIONS:** Renter understands and acknowledges it will not attach anything to the walls or ceiling of the rented premises without **prior approval** from Venue 720. Renter shall be responsible for a walk thru and addresses all repairs and damages to the rented premises during the term of the contract where such damages are caused or repairs necessitated by the Renter. Renter shall make no alterations or additions to the rented premises without the written consent of Venue 720. Renter shall be responsible for removal of any alterations made by the Renter at Renter's expense and restoration to original condition or the option of Venue 720 to require alteration to be left intact without remuneration.

DATE OF WALK THRU: _____

APPROVED BY: _____

_____ **5. SPECIFICALLY NON-PERMITTED ACTS:** The following things or acts shall not be permitted except with written permission of Venue 720 prior to the date of the event and listed in the Addendum attached to this rental agreement. Amplified music is not allowed to continue past 11:00pm. DJ will have music shut off at least 15 minutes prior to the end of the access time. Renter will be allowed to use overhead door to load supplies in/out of the building if needed, **with prior approval from Owners**. The walkways must be kept clear of caterer's staging. Candles are allowed on tables only, with no exposed flames. Smoking is not permitted in the rented premises. Rice and glitter are not permitted inside the rented premises, however, birdseed is permitted outside of the rented premises only. Renter (including Renter's florist, band, and other vendors) shall remove all decorations, floral arrangements, and equipment placed upon the rented premises prior to the expiration term of the contract (within the contracted access times). The Renter is to make arrangements with the florist, decorator, band and other vendors to remove florals, decorations, band equipment, rental equipment, etc. by the end of the contracted lease and access times.

_____ **6. ASSIGNMENT OF CONTRACT:** Renter may not assign this contract or sublet all or any part of the rented premises, nor may this contract be assigned or the rented premises sublet without the prior written consent of Venue 720 which consent shall be at the sole discretion of Venue 720.

_____ **7. OUTSIDE CATERING:** In the event the Renter uses a licensed catering service, renter agrees to provide a third-party "Catering Agreement" and contract to Venue 720 prior to the event for review and approval. All event arrangements and suppliers are subject to the approval of Venue 720. The Renter is responsible for compliance of caterer to Venue 720's rules attached hereto this contract and shown as attachment – guest caterer Rules & Contract. Caterer/Renter is responsible for all event generated trash from the rented premises. Renter agrees to indemnify and hold harmless Venue 720 for any acts by said third-party caterer or his employees while on the rented premises. All guest caterers must sign a catering contract. Rented premises are to be left clean and undamaged. Venue 720 does not set up tables or chairs for caterers. Set up and breakdown of any equipment not owned by Venue 720 is the responsibility of the Renter unless prior arrangements have been made. Caterer will have access to rented premises one (1) hour prior to the event. A labor charge will be added to Venue 720's service of outside equipment, which would be tables, chairs, overhead cost, and damage fees for any outside rentals. Venue 720 does not provide storage of equipment or goods and assumes no responsibility for loss or damage. We DO NOT supply high chairs or booster seats for children. That will be the responsibility of the renter to provide.

_____ **8. ALCOHOLIC SERVICES:** As the host of a private party, the Renter acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at Venue 720 during the duration of the event described in this contract. Alcoholic beverages will be purchased and served through Venue 720

only. This includes wine/champagne for toasting. There is NO OUTSIDE ALCOHOL at any time allowed in the venue. This includes decorating times. This is according to our Class J liquor license. Anyone who brings alcohol into the venue will be subject to a fine. Bar tabs must be settled the night of the event. Venue 720 will exercise due care in serving alcoholic beverages and **will refuse service to any person under the age of 21 or any person who appears to be intoxicated.** Identification and proof of age will be requested from any person who appears to be under 21 years of age. Alcoholic beverages will be removed from anyone believed to be a minor or from any intoxicated person to the best of our ability. Last call will be at 10:30 p.m. unless previously arranged with the owners. Venue 720 will provide all alcoholic beverages consumed in accordance with the laws and regulations of the State of Illinois. The Renter agrees to fully cooperate and assist Venue 720 in enforcing the laws of the State of Illinois and the policies of Venue 720 regarding the consumption of alcoholic beverages. There will be no mandatory gratuity charge for bartending services; however, tipping of bartenders and service staff is greatly appreciated. **NO ONE IS ALLOWED BEHIND THE BAR AT ANYTIME WITHOUT CONSENT FROM THE OWNERS.** If people are behind the bar, there will be a charge of \$250 for each occurrence assessed to the credit card on file.

_____ **9. RESPONSIBILITY & SECURITY:** Venue 720 does not accept any responsibility for damage to or loss of any articles of property left at Venue 720 prior to, during, or after the event. The Renter agrees to be responsible for any damage done to Venue 720 by the Renter, Renters guests, invitees, employees or other agents under the Renter's control. Further Venue 720 shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the Renter, or any of the Renter's guests, invitees, employees or other agents from any accident or causality occasioned by the failure of the Renter to maintain the premises in a safe condition or arising from any other cause. The Renter, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against Venue 720 for any such loss, damage, or injury of the Renter, and hereby agrees to indemnify and hold Venue 720 free and harmless from all liability for any such loss, damage or injury to other persons. Renter shall pay all costs, expenses and attorney's fees that may be incurred by Venue 720 in enforcing the covenants and agreements in this contract. Renter understands that **no security guard is provided** for their event in this contract. Security will be added at the expense of the Renter at the sole discretion of Venue 720, but Renter will be notified of that action and cost of security prior to the signing of this contract.

_____ **10. CANCELLATION POLICY:** In the unlikely event the Renter should cancel, all deposits are non-refundable. Venue 720 shall have the right to terminate this contract if the Renter fails to meet or violates any terms of the contract.

_____ **11. DECORATING:** Access to the building for decorating will be available at noon the day prior to your event, if there are no other events planned that day. Any items not removed the night of, whether personal or from a rental company must be removed from the Property no later than noon the following day, unless agreed to and listed in the addendum. Venue 720 will not be responsible for cleaning the venue once decorating has begun. Loose items such as confetti is allowed, however if there is an addition cleaning fee for items that are not removed by noon the following day. Please be cautious of our floors when picking decorations, rocks and gems will fall on the floor and scratch it. If this happens an additional fee will be assessed.

_____ **12. VIP LOUNGE:** In the event that you do not need the additional seating in the VIP Lounge, we will rope it off and if it ends up being utilized there will be a \$50 cleaning charge taken from your security deposit.

_____ **13. LIVE BAND:** In the event that you would like a live band to play at your wedding/reception, you must notify Venue 720 immediately so we can arrange to have our sound/light engineer on duty. This will be an additional charge of \$400. IT IS REQUIRED that you use our engineer when using our production.

_____ **14. ENTIRE AGREEMENT:** This contract contains the entire agreement between the parties hereto and may not be modified in any other manner than by agreement in writing signed by all parties hereto, or their successors-in-interest.

LESSEE/RENTER

DATE

By: _____
Venue 720 Productions, LLC

Date: _____

ADDENDUM TO CONTRACT

If there are any questions answered and agreed upon, but not addresses in the contract above, please list below:

LESSEE/RENTER

Date

Venue 720 Productions, LLC

By: _____

Date: _____