

Cincy Event Center

An Exceptional Experience Every Time



Event Space Rental Agreement

Renter Name: _____ Phone Number: _____

Email Address: _____

Date of Event: _____

Start Time: _____ End Time: _____ Additional Time Requested: _____ (\$35 per hour)

Event Type: _____

Expected Number of Guests: _____

Will outside Food be brought in? ____ Will outside Decorations be brought in? ____

Will you need use of the sound system? _____

Do you need beverage services provided? _____ (additional fees apply) --- If yes, what services will be provided? _____

Number of Tables: _____ Linen color choice: _____

Centerpiece selection (optional-additional fees apply): _____

Type of Dishes Requested: (Circle One)

Paper/Plastic (no fee)

Ceramic/Glass (\$2 per guest)

Renter Will Provide

Additional Notes:

6127 Corbly Road Cincinnati, OH 45230
513-449-0477

www.cincyeventcenter.com

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Private Party Pricing Sheet

Our event center comfortably holds 30 guests for sit down-reception style events and 50 guests standing-cocktail style events. Our event space is also handicap accessible.

Space Reservation/Rental- Based on Four Hours *(you will also receive a 30 minute set up time before your event and 30 minute break down time after)*

Sunday – Thursday \$125

Friday-Saturday \$200

Rates Vary On Holidays

Beverage Services *(this includes 1 server for your event, cups, ice, and napkins)*

Minimum Server Gratuity \$40

Beer/Wine \$6 per guest

Beer/Wine/Limited Cocktails \$8 per guest

Water and Canned Sodas \$20 flat fee *(limited supply provided)*

Outside Food *use one of Cincy Event Center's preferred vendors for an exceptional experience*

Ceramic/Glass Dishes \$2.00 per guest

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Event Space Rental Terms

The parties agree as follows:

Space Rental

Owner hereby grants a limited and revocable license (the "License") to the Renter to use the event space on the event date and times specified under this agreement. Standard rental times for the space are for four hours. The four hours begins at the start time as specified on this agreement, not at the time the renter arrives, should Renter arrive late.

Event

Renter is authorized to use the Space to hold the Event, as specified on Page 1, and for no other purpose.

Fees

Renter shall pay to Owner a total fee of \$_____ (the "Fee"), for the use of the Space for four hours. This fee must be paid in advance, to ensure the space will be available, and is non-refundable if the event is cancelled by the Renter. Each additional hour that the event continues beyond the agreed upon four hours will be billed at an additional \$35.00 per hour, broken down into 10 minute increments. Renter also agrees to pay an automatic gratuity to the server (if provided) working the event at a minimum of \$_____.

Capacity

Our event center comfortably holds 50 guests for sit down-reception style events and 80 guests standing-cocktail style events. Our event space is also handicap accessible.

Condition

After the completion of the event, the Renter shall leave the space in the same or similar condition as received from the Owner.

Outside Decorations

Renter is allowed to bring in decorations as long as they cause no damage to the walls, furniture, or flooring. Renter will be responsible for placing all decorations and later removing them at the end of the event. Renter will be charged for any damages they incur. The Owner will provide tables, chairs, linens, and use of sound system. Renter may also choose to purchase decorations from the Owner and will not be responsible for any clean-up or placement of decorations if purchased through Cincy Event Center.

Damages

Beyond ordinary wear and tear, Renter shall be responsible for any damage caused by Renter's use of the space. Renter shall arrange for the repair of any such damage. In the event if Renter does not make any necessary repairs, Owner shall arrange for the same at Renter's expense.

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Right of Entry

Owner, or their representative, shall have the right to enter the space at any time for any reasonable purpose, including any emergency that may threaten damage to the Owner's property, or injury to any person in or near the space.

Revocation

Owner shall have the right to revoke the License at any time prior to the event date, provided it gives Renter prior written notice of revocation. In the event that Owner revokes the License prior to the event for reasons other than nonpayment of fees or breach of this Agreement by Renter, Owner shall refund to Renter the full amount paid by Renter in connection with this Agreement, including the entire deposit.

Assignment

Neither Party may assign or transfer their respective rights or obligations under this Agreement without prior written consent from the other Party.

Governing Law

This Agreement shall be construed in accordance with, and governed in all respects by, the laws of the State of Ohio without regard to conflicts of law principles.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed the day and year listed below written.

RENTER

_____ DATE: _____

CINCY EVENT CENTER REPRESENTATIVE/OWNER

_____ DATE: _____

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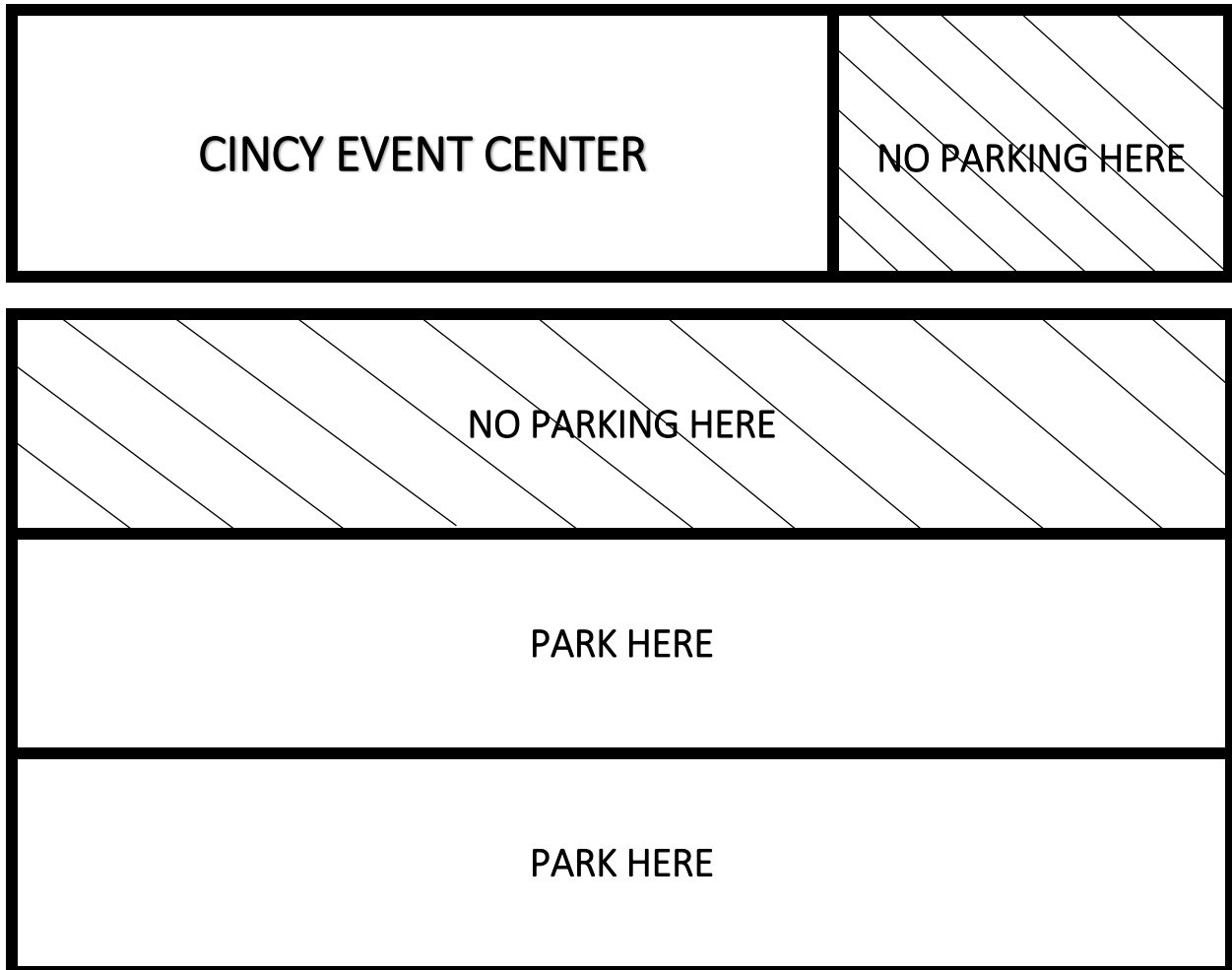
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PARKING

There are 3 parking lots located behind the building it is your responsibility to make sure that you and your guests park in the correct lot.

CORBLY RD.



RENTER AGREES THAT THEY ARE RESPONSIBLE FOR MAKING SURE THAT GUESTS PARK IN THE CORRECT PARKING LOT. CINCY EVENT CENTER WILL NOT BE RESPONSIBLE FOR ANY CARS THAT ARE TOWED.

RENTER

_____ DATE: _____

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