



Martin Event Center
89 Central Street
Martin, Tennessee 38237

MARTIN EVENT CENTER & STAGE
SINGLE USE RENTAL AGREEMENT & CONTRACT

Agreement made on _____ between the Martin Event Center and _____, referred to as "Client". The Client agrees to terms set forth, and the Martin Event Center agrees to make available the use of the event center rooms or stage located at 89 Central Street, Martin, TN 38237 with the following terms and conditions.

1. DATE(S) OF PERMITTED USE

Date(s) of Event: _____

Client Contact Name: _____

Client Address: _____

Client Phone: _____

Client Email: _____

By signing this document, the signatory acknowledges and agrees to all parts of this contract.

2. THIRD PARTY EVENT PLANNERS (if applicable)

Will you have a Third Party Event Planner? [] Yes [] No

Event Planner Name: _____

Event Planner Business Name: _____

Event Planner Email: _____

Event Planner Phone: _____

3. EVENT SETUP AND TIMES

Number expected: _____

Room Size Requested: _____

Setup begins: _____

Event begins at: _____

Event ends: _____

Cleanup ends: _____

Event Description: _____

Number of 6ft Tables: _____

Number of 8ft Tables: _____

Number of Round Tables: _____

Number of Chairs: _____

Number of Chairs at Round Tables: _____

Number of Cocktail Tables (10 ava.): _____

4. RENTAL FEES AND ADDONS

The Martin Event Center offers multiple rooms for rent based on a first come basis. The only space guaranteed for rental is the room(s) requested or the stage. Prices can vary based upon setup needs, meeting times, and multi-day rentals.

- a. Events with rental fees **under \$300 require full payment within one (1) week of the contract being issued to the client.**
- b. • Events with rental fees **over \$300 require a 50% deposit** within one (1) week of the contract being issued to secure the reservation. Full payment is required 30 days prior to the event. Failure to meet these requirements may result in the event date being released.

RENTAL FEES PRICE RANGES	3 Hour Rental Monday- Thur. 8am-5pm	Full Day (Mon - Thur.) 8am-5pm	Friday Rate 8 hours	Weekend Rates Saturday & Sun
Room A or B <i>smallest rooms</i>	\$40	\$80	X	X
Room A and B <i>smallest rooms</i>	\$50	\$105	X	X
Room C	\$75	\$175	\$275	\$400
Room D	\$85	\$200	\$300	\$500
Room A, B, and C	X	\$260 \$360 \$460	\$500	\$700
Room C and D	X	\$285 \$385 \$485	\$525	\$750
Full Room	X	\$460 \$560 \$660	\$725	\$900
<i>**total table & chair usage price options</i>	<i>Tables totals include rounds, longs, & cocktail</i>			

**Mon -Thur \$Ranges : 0-80 chairs /0-8 tables | 80-160 chairs / 9-17 tables | 160+ chairs / 17+ tables

ADDITIONAL FEES	Price	No. Offered	No. Request
Raised Stage	\$100 - \$150	small or medium	
Electronic Keyboard (Nord Grand)	\$50	1	
Staff & After Hours	\$20 per hour		
Bar Carts (Required to serve Alcohol)	\$150 (per unit)	2	
<i>*Outdoor Stage Area</i>	Starting at \$300		

* - Bar Carts serve 150 people each. * - A rental of the stage does not include the use of any indoor facilities apart from the restrooms.

Event Center Rental Amount Due: \$ _____

Outside Stage Rental Amount Due: \$ _____

Add-on Amount Due: \$ _____

Afterhours/Staff Fee: \$ _____

Full Payment Due: \$ _____ * Deposit Due \$ _____ *(only for events over \$300)*

(rental fees under \$300 require full payment)

Signature: _____

By signing above the Client agrees to make all associated payments on the specified dates listed above. A copy of your credit card will be held on file in the event any damage should occur .

4. FOOD, CATERING, CLEANING, AND TRASH POLICY

Any event where food is served or offered must use a caterer that has signed the Martin Event Center Catering Agreement. It is the responsibility of the Client to ensure that the caterer is aware of and in compliance with all parts of this contract. The caterer must fully clean up any food or product they have provided. The Martin Event Center does not schedule or book catering.

- a. The preparation or cooking of food on site is strictly prohibited by the Martin Event Center. In the event of food being prepped on the premises, the serving of food will be shut down and the caterer barred from all future catering at the Martin Event Center.
- b. The Martin Event Center does not allow the use of any utensils, tableware, or any items stored inside of a cabinet or drawer. In the event a Caterer uses any prohibited items the Martin Event Center may charge a cleaning fee to the credit card on file.
- c. The only appliances offered for use are the warming rack, a 3 compartment sink, small ice machine, and the right side of the refrigerator; all other appliances are not available for use.
- d. The Caterer is required to remove any garbage from the Prep Kitchen.
- e. The kitchen will be offered to you in clean operational conditions. It is required that the kitchen must be left in the same conditions you found it. The Client is responsible for ensuring the kitchen is left how it was found.
- f. The Martin Event Center reserves the right to cancel an event if the food is catered by an unapproved provider. If cancellation occurs for this reason, a refund may not be provided.
- g. The serving or consumption of alcohol in the Martin Event Center is prohibited without a prior written agreement between the Client and the Martin Event Center.
- h. Client is responsible for trash during and after the event.

Will you be serving food? Yes No

Caterer Name: _____

Caterer Phone Number: _____

Caterer Email: _____

Catering Type:

- Buffet (Self Serve)
- Buffet (Caterer Served)
- Self Serve Refreshments

Will you be serving alcohol? Yes No

(If "YES" please also provide a completed Martin Event Center Alcohol Contract)

Client Signature: _____

Upon signing this contract, it is acknowledged that, at the time of signing, the Martin Event Center does not allow any caterer not listed on our Approved Caterer List to handle, provide, deliver, or have any involvement with food consumed, prepared, or brought into the Martin Event Center without prior written consent from the Martin Event Center. By signing, you acknowledge all the regulations specified in Part 4 and comprehend that failure to comply with these regulations may result in the termination of the event and the forfeiture of any payments made.

5. GENERAL RULES

- a. No tape, nails, screws, staples, or penetrating items should be used on our walls, tile, or wood. No strong adhesive tape or gummed backing materials may be used. The hanging of objects from the ceiling, speakers, TVs, or screens is not allowed.
- b. No sparklers, open flames, or candles of any kind are permitted without explicit approval by the Martin Event Center.
- c. The Martin Event Center asks that only Martin Event Center staff move, rearrange, pull out, or pick up any furniture or equipment. In the event a non staff member damages the Martin Event Center or equipment the Client will be held responsible and the credit card on file may be charged.
- d. The Martin Event Center prohibits the use of rice, glitter, or confetti both inside and outside the Martin Event Center.
- e. Smoking or vaping is strictly prohibited inside the Martin Event Center and any other parts of the building. In the event of a guest smoking or vaping in a prohibited place an extra cleaning fee shall be assessed. The Martin Event Center requests that guests do not smoke or vape directly in front of entrance or exit to the Martin Event Center.
- f. The Martin Event Center reserves the right to kick out any guest that breaks any rules laid out in this contract. It is the primary responsibility of the Client to ensure all guests are knowledgeable and in compliance of all rules listed and agreed to in this contract.
- g. The Martin Event Center may internally or externally assess any damages caused by the breaking of any rules listed in the contract and charge the credit card on file for any or all of the damages.
- h. Personal alcohol is not allowed in the Martin Event Center. The Client is responsible for policing guests and ensuring that there is no consumption of alcohol outside of alcohol that was served by a licensed bartender. A completed alcohol contract must be on file for the serving of alcohol.

6. TECHNOLOGY

- a. The Extron pads located in each room are for the convenience of both staff and guests. The Martin Event Center requests that the Client does not adjust any settings without the consent of the Event Center staff.
- b. The Martin Event Center prohibits the use of all types of hazers, smoke machines, or any other type of unit that creates or emits any type of smoke or haze.
- c. The Martin Event Center will provide HDMI cords with most major adapters. Laptop, laptop chargers, or clickers are not provided. It is the responsibility of the Client to ensure any and all technology is compatible with the Martin Event Center A/V System. The Client may schedule a time to test any A/V equipment before an event, these tests are subject to room availability.
- d. All music and audio being played on the outside stage must be family-friendly. The Martin Event Center reserves the right to control any audio played through any Martin Event Center equipment.
- e. The Martin Event Center requests that any CLIENT who chooses to use a 3rd party DJ provide a list of the types of A/V equipment being brought. The Martin Event Center makes no guarantee that any 3rd Party A/V will properly operate with any Martin Event Center equipment. Any 3rd party A/V equipment must be approved by the Martin Event Center at the time of this contract being signed unless otherwise stated by Martin Event Center staff.

Will you be using a DJ or outside A/V Equipment? Yes No

Name: _____

Phone Number: _____

Will the DJ connect to our sound system? Yes No

7. COMMUNICATION

- a. The Client will participate in an event meeting which will be held a minimum 14 days before the event date with Martin Event Center Staff. The meeting may be held via phone, in person, or virtually. It is the responsibility of the Client to schedule the meeting unless otherwise agreed upon by the Client and the Martin Event Center.
- b. The Martin Event Center will try all reasonable means to contact the Client in the event of any issues, however the Martin Event Center reserves the right to cancel an event due to lack of communication from the Client.
- c. Any Martin Event Center & Stage Single Use Rental Agreement and Contract that does not contain a valid email address, phone number, and address for the Client will be considered void.
- d. In the event that the Client needs to modify the times or setup of an event the Martin Event Center requests that the Client reach out via email and phone.

8. CANCELATION AND INCLEMENT WEATHER

- a. The Martin Event Center can offer refunds based upon the rental period, room selection, event size, add-ons purchased, and days until the event.
- b. In the event that the Martin Event Center needs to reschedule or cancel your event the Martin Event center will try to offer you a comparable date with a refund based upon any downgrades.
- c. In the event of inclement weather that prohibits Martin Event Center staff from safely reaching the building, then the Martin Event Center will offer a full refund or a change of date subject to availability.
- d. In the event that the inclement weather precludes the Client from reaching the Martin Event Center but does not precludes staff from reaching the Martin Event Center, the Martin Event Center reserves the right to cancel the event without a refund.
- e. The Martin Event Center offers the ability to swap dates to another open date with the client paying the difference in price. The option to reschedule an event is not available in case of a cancellation within 2 business days of the scheduled event. The Martin Event Center cannot guarantee that any of the originally agreed upon items will be available to the Client at a future time.
- f. The Martin Event Center allows a Client to move an outdoor event inside in the event of weather. This is subject to room availability and the Client paying the difference in rental price. The rental price for any add-on items that can't be used inside will not be counted toward the indoor rental.

9. PAYMENTS

- a. The Martin Event Center requires a 50% deposit at the time of contract signing unless otherwise agreed upon. A full payment must be made at least 14 days before the start of your event.

- b. In the event of a late payment the Martin Event Center reserves the right to cancel an event without notice.
- c. Returned Check: In the event of a check being returned by the financial institution, the Client must arrange for alternate payment within 5 business days of notification.
- d. A 5% discount will be offered on any Total Due payments made at contract signing.

10. PHOTOGRAPHS AND VIDEOS

- a. The Martin Event Center encourages the Client, the Client's vendors, and the Client's guests to take photos during the Event. The Martin Event Center hopes that the Client will share these pictures so they can be used for promotional purposes. The Martin Event Center requests that the Client and the Client's guests refrain from tagging the Martin Public Library as the location.
- b. Martin Event Center staff may take photographs at the Event and The Martin Event Center reserves the right to use these photos for promotional purposes. It is understood by the Client, their guests, and their vendors that attendance at an Event at The Martin Event Center includes permission to use their images in such materials.
- c. The Martin Event Center space is under video recording for the safety of the Client and guests. The Martin Event Center will not turn off the security cameras for any reason.

11. PROMOTIONAL MATERIAL

- a. Any material created by the Client for the use of promoting an event must be approved by the Martin Event Center before distribution. The Martin Event Centers reserves the right to approve, deny, or request a change to any materials used for promotion, labeling, or any other association with the Client's event.
- b. All promotion material must be submitted to the Martin Event Center at least 20 business days prior to the event.
- c. The Martin Event Center reserves the right to cancel any event at any time due to the distribution of unapproved material.

12. DAMAGES

The Client is responsible for any damages to The Martin Event Center and property that may have been caused by the Client and/or the Client's guests and vendors. The Clients, guests, attendees, and hired personnel are required to adhere to the Event Center Usage Rule. The Client is ultimately responsible for any damage incurred.

The Martin Event Center Venue Manager will use reasonable best efforts to report any damages or loss of property to the Client on the day of the Event, however, some things may not be noticed until after the Event ends. The Martin Event Center reserves the right to make a thorough inspection of the property and identify/assess damages prior to the next scheduled Event or within ten (10) business days of the Event whichever is shorter.

If damage has occurred, The Martin Event Center will provide an itemized list to the Client and the Martin Event Center will charge the damage amount to the Client's credit card that was held on file for such purpose. Note, The staff will make reasonable best efforts to repair damage charging only for labor. Should, however, the damage be extensive, the Client will be responsible for replacement costs. This Agreement falls under the jurisdiction of the state of Tennessee and is therefore subject to Tennessee state laws and regulations.

THE CLIENT CERTIFIES THAT THEY ARE LEGALLY ABLE TO ENTER INTO THE MARTIN EVENT CENTER RENTAL AGREEMENT AND THAT THEY READ, UNDERSTAND, AND AGREE TO THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT AND ITS APPENDICES AS WELL AS OTHER REFERENCED DOCUMENTS:

X _____
Client Signature

X _____
Date



Martin Event Center
89 Central Street
Martin, Tennessee 38237

The Martin Event Center requires a credit card to be on file during the entirety of your event. Please complete and sign this form to authorize the Martin Event Center to make a debit(s) to your credit card listed below. Once completed, email a completed contract(s) to eventcenter@cityofmartin.net

Make Checks Payable to: THE MARTIN EVENT CENTER

There is a \$2.00 processing fee for debit or credit card charges up to \$100.00. For amounts over \$100.00, there is a 2.95% processing fee. By signing this form, you give the Martin Event Center permission to debit your account for the terms listed in the agreement. This permission does not provide authorization for any unrelated debits or credits to your account.

Billing Name:
Billing Address:
Billing Phone:
City, State, Zip:
Email:

Account Type: Visa MasterCard AMEX Discover

Cardholder Name:
Account Number:
Expiration Date: (MM/YYYY)
CVV2 Number:

X
Client Signature

X
Martin Event Center Staff Member

X
Name Printed

X
Name Printed

X
Date Signed