



Martin Event Center
89 Central Street
Martin, Tennessee 38237

MARTIN EVENT CENTER & STAGE RENTAL AGREEMENT & CONTRACT

Agreement made on _____, 20____, by and between the Martin Event Center and _____, referred to as "Client". Client agrees to terms set forth and the Martin Event Center agrees to make available the use of the event space or stage located at 89 Central Street, Martin, TN 382378 with the following terms and conditions.

1. DATES/TIMES OF PERMITTED USE

Date(s) of Event: _____
Client Contact Name: _____
Client Address : _____
Client Phone: _____
Client Email: _____

2. EVENT SIZE & SETUP

Client estimates that the following number of guests will attend the Event:

Number expected: _____
Set-up starting at: _____
Event starting at: _____ Event ending at: _____
Clean-up ending at: _____
Total Hours Needed: _____

Type of Event: _____

Room Configuration Style: _____

- FULL ROOM
- A&B (TVs only)
- C&D (Windows, 2 Projectors)
- D Only (Windows, 1 Projectors)
- ABC (TVs & 2 Projectors)
- Other _____

Room Set Up Needs: _____

- PODIUM
- MICROPHONE(s) #____
- PROJECTOR(s) #____
- TV DISPLAYS
- ROUND TABLE(S) #____
- LONG TABLE(S) #____
- CHAIRS #____

Stage Set Up Needs (if applicable): _____

- PODIUM
- MICROPHONE(s) #____
- EXTRA AUDIO SET UP (must be requested)
- ADDITIONAL LIGHTING (must be requested)
- ROUND TABLE(S) #____
- LONG TABLE(S) #____
- CHAIRS #____

3. RENTAL FEE

A signed contract and date-hold deposit of ½ the total fee is due on day of booking. The balance of your space rental fee is due thirty (15) days prior to your event.

RENTAL FEES		
Full EVENT SPACE RENTAL	Nine Hours (day of rental)	\$500
1/2 EVENT SPACE RENTAL	Nine Hours. (day of rental)	\$250
Full OUTDOOR STAGE RENTAL	Nine Hours (day of rental)	\$500
Additional hour for set-up, take-down etc. on day of event	Per Hour	\$100
Additional Day for Set Up will be charged a full day fee		\$250 - \$500
Alcohol Security Deposit	Needed only if alcohol will be served.	\$500

A copy of your the credit card may be held on file in the event damages should they occur.

4. DECORATING/ SET UP POLICY

The Martin Event Center wants every event here to be a special and welcoming experience. Therefore every effort will be made to allow client to decorate reflecting their creative requirements.

- a. We ask that only the Martin Event Center assist with rearranging and moving any furnishings and seating. No 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. Please only use safe painters tape.
- b. In the event of any wall damage, the credit card on file will be charged once as estimate of damage and repair has been received.
- c. Please do not hang decorations from the ceiling or speakers. Consult the Martin Event Center staff for decoration and hanging needs. No use of ladders with more than 3 steps are permitted.
- d. Stage decorations and set up may be billed at a per hour rate if set up extends past the designed time or if additional equipment is needed to rent for set up.
- e. Placements of tables, tents, live music, catering equipment etc. must be approved by VENUE no later than ONE week before the event.
- f. No glitter, rice, confetti, or loose flower petals may be used.
- g. No sparklers, open flames, or candles of any kind are permitted without explicit approval by the VENUE. No no open flame, Only battery operated candles are permitted.
- h. Smoking or use of vapes of any kind is strictly prohibited on any area of the VENUE property, inside and outside. No smoking in any restroom. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by the event staff.

5. CATERING, CLEANING, TRASH POLICY

Clients must use caterers that have signed the Martin Event Center Catering Agreement. Client must use a caterer for events serving food. The caterer must fully clean up any food or product they have provided. *Please initial below that you have read and understand the catering kitchen rules.*

- a. Your venue rental period includes time for set up and clean-up. If caterers or other vendors arrive prior to or leave after the designated contract time-frame, hourly fees will be charged. If your caterer has not fulfilled any of the care and keeping of the kitchen you will be charged \$250.
- b. The prep kitchen is for your convenience. It is a prep kitchen only for staging and completion of dishes before serving. NO food production may be done in the kitchen unless the Caterer makes arrangements for an on-site kitchen build.
- c. Everything you & your vendors; and your guests bring in must be taken out before the last person leaves the property. If it is left, you will be charged a cleanup fee of up to \$250 at the facility discretion.
- d. 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 Caterer and Clients are not permitted to use the test kitchen equipment. *Please see the Catering Agreement for full details.*

- e. _____ All personal belongings must be removed.
- f. _____ All refrigerators (inside and out) must be emptied, cleaned and sanitized.
- g. _____ All counters must be cleared, wiped, cleaned and sanitized.
- h. _____ All sinks must be emptied, cleaned and sanitized.
- i. _____ All floors must be swept and free of debris.
- j. _____ All outside catering equipment must be removed off of property.
- k. _____ Collect and bag all garbage and put in the proper dumpster and replace with new garbage bags. There should be no garbage in any garbage can upon your departure.
- l. The service ware, utensils, cookware, and bowls that belong to the Martin Public Library or the Martin Event Center are not available for private events. If they are used, you will be assessed a fee of up to \$250.00 at the end of your evening at the discretion of the Martin Event Center.
- m. Garbage cans are for your use however all waste must be placed in our dumpsters as indicated on your contract as you leave or a dumping fee of up to \$100 will be assessed at the facility discretion.

6. ALCOHOL POLICY

The Martin Event Center demands strict adherence to state laws regarding alcohol consumption. If Client elects to offer alcohol during the Event, Client must understand and adhere to the following:

- a. Any and all liabilities arising from the consumption of alcoholic beverages on the premises are the responsibility of the Client. All Tennessee State Laws and Federal Laws must be adhered to at all times.
- b. Clients are required to provide a (1) one-million-dollar liability insurance policy for alcohol being served at the Event.
- c. Clients are responsible to obtain a Limited Special Occasion Permit for the Event. Client must provide a copy of this permit to the Martin Event Center Coordinator.
- d. The Client must provide a \$500 refundable Alcohol Deposit. The deposit is in addition to the venue rental fee. The deposit will be returned after the event center has completed a total check for any and all damages.
- e. Service requirements are as follows:
 - i. All alcohol must be served only by the licensed bartender hired for the Clients event. Bartenders will provide the Martin Event Center a copy of the ABC license 15 days prior to the event. No alcohol can be served unless there is also food provided.
 - ii. Service will be closed at least 30 minutes before Client's tear down time begins.
 - iii. The Martin Event Center requires a minimum of one (1) bar staff person per 100 guests - no exceptions.
 - iv. Bartender and Client agree to check for a valid ID before serving any alcoholic beverage. Event attendees must be marked clearly if they cannot consume alcohol.

- f. The Martin Event Center reserves the right to evict Clients and/or their guests from the property or to close the bar at any time during the Event.
- g. Don't let guests drink and drive. Cars may be left overnight and must be picked up by 12pm the following day.

7. PRE EVENT MEETING

Client will participate in an event meeting which will be held approximately 15 days before the event date with Martin Event Center Staff. The meeting may be held via, in person, phone, or over zoom. After the 15 Day Meeting, these documents/this information will be considered set plans.

8. CANCELLATION/RESCHEDULE POLICY

In the event of a cancellation, the Martin Event Center may offer refunds on a cases by case basis.

- a. More than 120 days prior to client's event qualifies for a full refund.
- b. If the need arises to reschedule your event date or time for any reason, we must be notified in writing at least 90 days prior to the event. Moreover, the new date must be established and the event must take place within the same year of the date that was originally scheduled for previous payments to be applied. If the date is not reestablished and the event doesn't occur within this time frame, the event will be deemed as a cancellation and the client will not be refunded their initial deposit.

9. INDOOR VENUE CHANGE / SEVERE INCLEMENT WEATHER

Weather is unpredictable, nevertheless, we cannot provide refunds for a cancellation due to inclement weather. However, as an available option to cancellation, you may postpone the event for up to 14 days, and all paid amounts received, if possible, will be applied to the rearranged date if we are notified of your intentions to postpone in a timely manner. Be advised, though, that the venue or particular services you originally contracted for may not be available. Moreover, additional rescheduling fees may also be incurred. As an option to postponement, any outdoor event may be moved indoors, however this will be based on the opening dates available. If any event must be moved from the outdoor stage to inside the event center the day of the event, additional \$250 moving fee will be charged.

10. LATE AND REJECTED PAYMENT FEES

- a. Late Payments: Client will be charged a late fee for overdue rental fees. If the Rental Fee is not paid in full at least ten (10) business days prior to the Event, The Martin Event Center reserves the right to cancel the Event without refund.
- b. Returned Check: In the event that any check is returned by the financial institution, Client must arrange for alternate payment within forty-eight (48) hours of notification.

11. PHOTOGRAPHS

- a. Photos taken by Photographers/Guests - The Martin Event Center encourages Client/Client vendors and Client guests to take photos during the Event. The MEC hopes that Client will share these pictures so they can be used for promotional purposes.
- b. Photos taken by Martin Event Center Staff- The 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 Client, their guests and vendors that attendance at an Event at The Martin Event Center includes permission to use their images in such materials.

1. DAMAGES

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. Clients are required to adhere to the Event Center Usage Rules and are required to ensure their guests and vendors honor them as well. 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, Client will be responsible for replacement costs. This Agreement falls under the jurisdiction of the state of Tennessee and is therefore subject toTennessee laws and regulations.

THE CLIENT CERTIFIES THAT HE/SHE IS LEGALLY ABLE TO ENTER INTO THE MARTIN EVENT CENTER RENTAL AGREEMENT AND THAT HE/SHE HAS READ, UNDERSTANDS, AGREES TO THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT AND IT IS APPENDICES AS WELL ASOTHER REFERENCED DOCUMENTS:

X _____

Client Signature

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, please email to bthompson@cityofmartin.net .

Payment for event deposit is accepted via check, cash, or money order. Credit cards are only used in the event of additional cost outlined in the contract.

Make Checks Payable to: MARTIN EVENT CENTER

By signing this form you give the Martin Event Center permission to debit your account in for 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:

(3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

X Client Signature

X Witnessed by Martin Event Center Staff Member

X Name Printed

X Name Printed

Date Signed