

VENUE 634 AGREEMENT

RESERVATION

Rental of Venue 634 is a contractual commitment. Reservation of the venue shall be on a first-come, first-serve basis. At the time the reservation is made, a credit card number must be provided and will be held on file to secure the date. A non-refundable deposit of 50% is required upon execution of the Contract.

USAGE OF FACILITY

Usage of the facility shall be for the purpose agreed upon when the contract is signed and cannot be used for other purposes. Subleasing shall not be allowed without prior consent of Venue 634.

PAYMENT

A final guest count is required by 12:00 noon, 7 days prior to the event. Charges will be based on the final count provided or the actual guest count; whichever is greater. Venue 634 will do its best to accommodate late additions, however cannot guarantee modifications. The remaining balance will be due at the conclusion of the event. We accept the following forms of payment: cash, check and credit cards; American Express, VISA, Discover and MasterCard.

DATE CHANGES

The Client agrees that in the event of a date change the deposit is non-refundable and non-transferrable and is the sole responsibility of the Client.

CANCELLATION

A deposit and signed contract are required to finalize the event. Should it become necessary for the Client to cancel after the contract has been signed, Venue 634 is entitled to the non-refundable deposit.

CHILDREN

All children under the age of 16 MUST be supervised at all times.

RESERVATION HOURS

Your event is contracted to start and end at specific times. You must set up and conclude your event within the contracted time. Setup, interior design, vendor drop-offs and cleanup must take place within the specified rental period. If you or your vendors need access to the space before the contracted time, early access can be granted based on availability and charged for every thirty minutes of additional time. If you run over your specified time, Venue 634 reserves the right to add additional charges for every thirty minutes after the specified end. All events must end by 11 pm on Friday and Saturday evenings, 10 pm on Sunday-Thursday evenings to comply with sound ordinances and in order to allow for cleanup and closure of the site by midnight.

STAFFING STANDARDS

Should you choose to have Venue 634 provide staffing for your event, you will be assigned servers, bartenders and kitchen staff based on your needs and group size. Serves are required for packages and upgrades that include china, flatware and glassware provided by Venue 634.

FOOD AND BEVERAGE

Food and beverage may be brought in by client or outside caterer. Caterers are responsible for clean up and trash disposal and removal of their product by the end of the event.

SETUP

The rental period must include all set-up. All personal decorations must be set up by Client after the designated start time of the contract. Client may use in-house tables and chairs or are welcome to work with a third party vendor. Venue 634 shall not be responsible for any damage incurred to the facility or any other third party materials. Venue 634 cannot assume responsibility for any personal property or equipment brought on to the premises. The Venue 634 team will not be responsible for the setup or tear down of any decorations for any event.

FOOD AND BEVERAGE

Food and beverage may be brought in by client or outside caterer. Caterers are responsible for clean up and trash disposal and removal of their product by the end of the event.

SETUP

The rental period must include all set-up. All personal decorations must be set up by Client after the designated start time of the contract. Client may use in-house tables and chairs or are welcome to work with a third party vendor. Venue 634 shall not be responsible for any damage incurred to the facility or any other third party materials. Venue 634 cannot assume responsibility for any personal property or equipment brought on to the premises. The Venue 634 team will not be responsible for the setup or tear down of any decorations for any event.

TEAR DOWN / CLEAN UP

All items brought in by Client, vendors or guests must be removed at the conclusion of the event. Personal decorations must be removed by the client prior to the end of the contracted rental period. Each vendor is responsible for their trash.

DECORATIONS

No decorations, temporary fixtures, or materials including, but not limited to nails, pins, staples, tacks, glue, tape or command hooks that may cause irreversible damage may be affixed to the walls and fixtures of the facility. Any damages to the property will be the responsibility of the Client and will be charged accordingly. ABSOLUTELY NO glitter, confetti, and/or silly string is to be used in the facility. There are NO EXCEPTIONS. Use of any of these items will incur a minimum of \$200 clean-up fee to be determined by Venue 634 and applied to the final invoice. The use of fireworks, sparklers or any other flammable items is prohibited.

OCCUPANCY

According to the International Fire Code, the total occupancy for Venue 634 shall not exceed 95 people, including on site vendors and staff. Occupancy for event will be based on space layout and guest requirements determined by Client and Event Coordinator prior to signing the Contract.

MUSIC

All music must end by 10:30 on Friday and Saturday evenings, 10 pm on Sunday - Thursday evenings to comply with sound ordinances.

LIQUOR / BEVERAGES / ILLEGAL SUBSTANCES

THERE IS A NO SHOT POLICY! Alcohol may only be served to persons over the age of 21 under the terms and under the conditions applicable to the laws of the state of Ohio. Illegal substances are not allowed at any time on the premises. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premises and possible termination of the event without refund. Any penalties in violation of the state and federal laws by which may be caused during the event shall solely be the responsibility of the Client.

PHOTOGRAPHY

Venue 634 uses live video and still photography to assist with promotion of the venue. All photos taken at Venue 634 by your Photographer may be used for promotional purposes.

EVENT COORDINATION

The Venue 634 Event Coordinator will work with you to coordinate all the details for your event. In-house provided rentals and upgrade packages will be set up by the start of the agreed rental time. Venue 634 can assist in referrals for outside services and vendors should customers request assistance. This includes florists, cakes, music, decorations or other services beyond what is provided in the Contract. Venue 634 is not responsible for the delivery or pick-up of any equipment, displays, decorations, cakes or any other items necessary for the event. All outside services and rentals must be delivered at the designated start time of the event. A host will be on site to allow vendors to access the space from the start of the contracted time until the end.

DAMAGES AND SECURITY

Liability for damages incurred by guests or vendors attending an event at Venue 634 is the sole responsibility of the Client booking the event and will be billed accordingly.

SMOKING

Venue 634 is a NONSMOKING venue. Smoking is prohibited throughout the Facility. Cigarette butts left on the ground indoors or outdoors are grounds for forfeiting the security deposit.