



VENUE RENTAL AGREEMENT AND CONTRACT

Event Date: _____ Contract Number: _____

Set-Up Time: _____ Event Start Time: _____ Event End Time: _____ Event Clear Time: : _____

Event Type/Name: _____ Number of Guests : _____

Client Name "The Client": _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

NOTE: Rental time is based on and limited to four (4) hours for any/all events. We generally suggest limiting your actual event to a period of 3 hours to allow for a 30-minute setup prior to and 30-minute breakdown following your event. If additional time is needed to set-up, it may be arranged with the manager for an additional fee. It is understood that your event may be fewer than time allowed and will not exceed four (4) hours.

- Rental fees for brunch or lunch events (ending prior to 3:00 PM) will be \$250.
- Rental fees for dinner events (beginning after 3:00 PM) Monday through Thursday will be \$250.
- Rental fees for dinner events (beginning after 3:00 PM) Friday through Sunday will be \$500.
- A signed contract, and room rental fee are required to lock in and reserve an event date.
- Rental fees and rates are subject to change during peak times or holidays.
- Credit card hold: Credit card information is required on file for cancellation fee and any incidentals incurred during rental period.

Rental fees will be deemed fully refundable in the event of cancellation by the client more than 30 days prior to event. Cancellations within less than 30 days but greater than 5 days prior to event will be refunded at 50%. Cancellation less than 5 days prior to event will render any rental fees non-refundable and result in an additional cancellation fee equal to the room rental rate to cover venue losses.

Acknowledged, Agreed and Authorized by The Client: _____ Date: _____

Acknowledged and Agreed by The Room at JohnnyLukes: _____ Date: _____

Please provide the following credit card information:

CREDIT CARD NUMBER: _____ **EXPIRATION DATE:** _____

NAME ON CARD: _____ **CVV CODE:** _____

At the time of booking, no charges will be made beyond the initial room rental fee.

The Client will be informed of any additional charges prior to authorization.



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CONDITIONS AND RESPONSIBILITIES OF THE CLIENT

Please read the material below to make sure parties understand the requirements for renting The Room at JohnnyLukes (hereinafter referred to as "The Room") and are providing a safe environment for clients, guests and our team members.

LIABILITY:

The renter agrees to indemnify, defend and hold The Room, JohnnyLukes Kitchenbar or the Unchained Restaurant Group, LLC, its employees and agents harmless of and from any liabilities, costs, penalties or expenses arising out of and/or resulting from the rental and use of the premises.

The cost of repairing or replacing items will be assessed in addition to the room rental fee using the credit card information provided. The Client agrees to pay the complete cost for the repair or replacement whether performed by The Room or an outside contractor. The client will be notified of additional charges, and by this agreement, the Client agrees to pay in them in full.

CAPACITY/FINAL GUEST COUNT:

The maximum allowable capacity for The Room is 70 guests but recommended not to exceed 60 for comfort. **Final guest count must be submitted 1 week prior to your event.**

RENTAL TIME RESTRICTIONS:

Clients may host events in The Room from the hours of 8:00 AM to 11:00 PM. Any events taking place outside the timeframe will require express permission from our senior leadership team. Rental time is based on and limited to four (4) hours for any/all events. A total of one hour prior to or following the event will be allowed for set up and clean up, e.g. 30 minutes prior and 30 minutes following an event or any other distribution of the allotted hour. If additional time is needed to set-up, it may be arranged with the manager for an additional fee. It is understood that your event may be fewer than time allowed and will not exceed four (4) hours.

SITE DECORATION:

The Room wants every event experience to be memorable and special. Therefore, renters are allowed to express their creativity with their decorations, but within reason. We ask that no tape, nails, screws, staples, or anything that will permanently disfigure or destroy the walls, ceilings, or other venue décor to be used. Additionally, decorations containing glitter, confetti or other small particulates may not be used. Failure to follow these guidelines will result in additional cleaning fees. The Room's holiday decorations are not to be disassembled and/or removed, this includes the Christmas tree, wreaths, and any or other venue décor. If a reasonable request is made to remove any holiday décor, approval from the venue manager is required prior to your event.

CONDUCT:

There is no smoking or vaping of any kind. Rudeness or intimidation to staff, management or other patrons will not be tolerated. Clients and their guests are expected to maintain a considerate manner at all times when using the premises. The staff and management at JohnnyLukes Kitchenbar and The Room at JohnnyLukes reserve the right to refuse service to any/all individuals not honoring these guidelines. Failure to honor these guidelines may result in termination of contract and dismissal from premises.

Client Initials: _____ Date: _____



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TV & MICROPHONE:

The Room has a microphone and 75" LED TV available for clients. The Client will need to make prior arrangements and pay a \$100 A/V fee at the closure of event for use of these amenities.

FACILITY FEATURES:

The Room reservations includes utilization of any/all tables and chairs in the facility, as well tablecloths, flatware, plateware and drinkware. The Room contains 8, 6-foot round tables. Four of these can be configured into smaller square tables and set up in a banquet table format. Furniture may not be removed from the venue. Specialty linens or bistro-height cocktail tables and 120" round linens can be rented through an outside party supplier company for an additional fee.

Any boxes and/or packaging brought in by the client must be removed by the end of the agreed upon clear time. Failure to do so may result in additional fees.

ENTRY AND EXIT:

The Client acknowledges that the only way guests are allowed to enter and exit the building is through the main entryway of The Room. Clients and guests are not permitted to enter the kitchen or any other area designated for employees of The Room.

LOST AND FOUND:

The Room takes no responsibility for personal effects and possessions left on in the facility during or after any event. The Room maintains a lost and found section for which items that are discovered will be kept for a period of fourteen (14) days. If items are not claimed within 14 days, the items will be removed and disposed of.

SEASONAL RENTAL FEES:

Rental fees are subject to change based on availability and as dictated by seasonal volume. Reservations during peak holiday may necessitate a higher base fee.

COMMERCIAL USE AND FEES:

Clients will not charge a fee for admission to any event held at The Room without express permission.

MENU SELECTIONS/OUTSIDE FOOD AND BEVERAGE:

Menu selections are required 2 weeks prior to event date. This ensures our culinary team ample time to order, receive and prepare product. No outside food is permitted in The Room with the exception of desserts and food items for those with specific dietary restrictions. The staff in JohnnyLukes and The Room are happy to accommodate dietary restrictions to the best of our ability. Our team will cut and serve cakes for a \$25 cake-cutting fee. Outside wine may be brought in for a corkage fee of \$25.

TAXES & GRATUITY:

The client acknowledges that a 22% industry standard gratuity will be added to all food and beverage purchases and a 7% sales tax will be added to all applicable purchases.

Client Initials: _____ Date: _____