



STERLING

EVENT SERVICES

Event Space Rental Agreement

Business Office Hours:

Monday-Friday – 7:30am-4:00pm

Sterling Event Services is here for all of your catering, party planning and event management services! We have **three** event spaces available on our campus that are available to rent on a one-time or recurring basis. Our facilities and dining rooms can be tailored to suit your event needs!

Divided by partitions, our three event spaces can be rented individually or all together.

Weekly Rental Pricing (Monday-Thursday 7:30am-10:00pm) & Friday (7:30am-4:00pm):

<u>Event Space Name:</u>	<u>Max Capacity:</u>	<u>Room Charge:</u>	<u>Room Description:</u>
<i>The Lion's Room (B1)</i> <i>1,374 Square Feet</i>	<u>65 Guests</u> <i>8 Tables w/ 8 Chairs</i> <i>1 Food Table</i> <i>1 Drink Table</i> <i>1 Dessert Table</i>	<u>\$375.00</u> 30% of the room rate will serve as a deposit. – This deposit is non-refundable and includes a \$200.00 facility cleaning fee.	The <i>Lion's Room or B1 Event Space</i> is an ideal venue for gatherings, offering a spacious and welcoming atmosphere with comfortable seating. It features three large windows for versatility, allowing for natural light or a more intimate setting. This space is designed to create a memorable experience for guests, regardless of the occasion.
<i>The Paul Harris Fellows Room (B2)</i> <i>1,374 Square Feet</i>	<u>65 Guests</u> <i>8 Tables w/ 8 Chairs</i> <i>1 Food Table</i> <i>1 Drink Table</i> <i>1 Dessert Table</i>	<u>\$375.00</u> 30% of the room rate will serve as a deposit. – This deposit is non-refundable and includes a \$200.00 facility cleaning fee.	The <i>Paul Harris Fellows or B2 Event Space</i> offers a versatile layout that's perfect for various events, including corporate meetings, workshops, and social gatherings. Its intimate ambiance impresses guests and can be customized to meet specific needs, ensuring a memorable experience for all.
<i>The Past Presidents' Room (B3)</i> <i>3,920 Square Feet</i>	<u>165 Guests</u> <i>21 Tables w/ 8 Chairs</i> <i>2 Food Tables</i> <i>1 Drink Table</i> <i>1 Dessert Table</i>	<u>\$750.00</u> 30% of the room rate will serve as a deposit. – This deposit is non-refundable and includes a \$200.00 facility cleaning fee.	The <i>Past Presidents' or B3 Event Space</i> is versatile for various gatherings, including corporate conferences and receptions. It features convenient restroom facilities, a cozy alcove for intimate chats or photo booths, and a grand stage ideal for presentations and performances. With plenty of room for mingling and entertainment, it's the perfect venue for memorable events.
<i>Entire Facility Rental (Room B1, B2, & B3)</i> <i>6,668 Square Feet</i>	<u>325 Guests</u> <i>41 Tables w/ 8 Chairs</i> <i>2 Food Tables</i> <i>1 Drink Table</i> <i>1 Dessert Table</i>	<u>\$950.00</u> 30% of the room rate will serve as a deposit. – This deposit is non-refundable and includes a \$200.00 facility cleaning fee.	<i>Need some more space? You can rent out the entire facility to accommodate your event!</i> Let us provide the perfect backdrop for your special occasion, where every detail is taken care of, so you can enjoy the moment with your guests.



Sterling Event Services Rental Policies & Procedures:

The following operational procedures are published for the information of all persons, firms, corporations, or civic organizations utilizing the facilities of Sterling Event Services/Rotary Hall.

A. Hours of Operation:

- Operating hours for Sterling Event Services are from 7:30am until 4:00pm Monday through Friday.
- Rental hours for Sterling Event Services are 7:30am until 10:00pm on Mondays through Saturdays, unless noted otherwise. ***No events will be scheduled on Sundays.***

B. Rental Classification:

- **Commercial, Private (Individual Persons), or Groups:**
 - **Commercial** rates shall be applied to all functions when the renter is not a tax-exempt entity or a civic organization.
 - **Non-Profit or Civic** rates may be applied to all functions where the sponsoring organization is an established (in operation for a minimum of six months preceding the date of the event) 501(c)(3) charitable organization and is exempt from payment of income taxes by the federal, state, and local laws.
 - **Please attach a copy of your tax exemption form with this agreement for Sterling Event Services staff to keep on file.**

C. Reservation Policies:

- a. **Tentative Reservations:** Sterling Event Services will reserve a date tentatively for a period of **two (2) weeks**. Should another client request the same tentatively reserved date, the first client will be given forty-eight (48) hours' notice and must confirm the tentative reservation with a deposit and adhere to all rules applying to these operational procedures.
- b. **Deposits:** Advance deposits of 30% of the total rental & catering fees will be required in cash, check, money order, or debit/credit card when the reservation is made and will be applied to the total rental cost.
 - i. **A copy of the customer's debit or credit card number will be required in order to charge for any pending damages to the Sterling Event Services/Rotary Hall facility.**
- c. **Payment Terms:** Payment is due one (1) full week prior to the scheduled event. Failure to do so will result in the event reservation being terminated.
- d. **Cancellation Policy:** Sterling Event Services will not refund any money that is paid for a deposit of the facility. If payment has been made in full, the renter has to give (at least) forty-eight (48) hours' notice to Sterling Event Services staff of the event cancellation. Upon that notice, the renter will only receive **half** of their full payment back.
 - i. To avoid refunds, the renter can also select another date for their reservation (as long as it is not already reserved for another renter's event).

If the renter chooses to cancel their event with less than twenty-four (24) hours' notice, no money will be refunded.

- e. **Event Size Requirements:** Events smaller than 125 guests will be charged a \$1,500.00 event rental fee in addition to food cost if the event is less than 4 hours. If the event is 8 hours or longer, the guest will be charged a \$2,500 event rental fee in addition to food cost.
 - i. **Any additional time rental must be approved by Sterling Event Services staff.**

D. Facility Rental:

- **Alcoholic Beverage Policy:** If any liquor that is not already approved by Sterling Event Services staff is found by a Sterling Event Services staff member, the individual(s) will be asked to leave the premises or escorted off of the premises by law enforcement personnel. If any liquor is found after the customer's event ends by Sterling Event Services staff or cleaning personnel, the customer will be charged an additional cleaning fee. No bottled beer is permitted. Canned beer and wine are permitted on the premises.
- **Event Insurance:** Each customer is required to purchase event insurance. Information on this insurance can be discussed with Sterling Event Services staff. *A copy of this event insurance will be kept on file by Sterling Event Services staff and the customer will need to keep a copy for their records.*
- **Security:** An off-duty law enforcement officer must be present throughout the entirety of the event. **It is the renter's responsibility to get law enforcement.** The customer will also need to provide the officer's name and contact information for Sterling Event Services staff to keep on file.
 - **Sterling Event Services reserves the right to shut down any event of violence, property damage, or such occurrence.**
- **Weapons Policy:** Weapons of any kind are prohibited from the premises. This includes but is not limited to knives, firearms, pepper spray, mace, etc. Sterling Event Services staff members reserve the right to add to or change this list at any time.
- **Outside Food Policy:** Sterling Event Services is a full-service catering division of Wiregrass Rehabilitation Center, Inc. (WRC). No outside food of any kind is permitted on the premises unless otherwise approved in advance by Sterling Event Services staff members. Exceptions to this rule include decorated cakes, cupcakes and pizza for special occasions.
- **Event Space Set Up Policies:** Sterling Event Services staff members will set up the facility in advance according to the renter's chosen set-up options, unless specific arrangements are made at the time of the reservation. The event organizer may obtain the desired setup. All setup conducted by Sterling Event Services staff, the renter, or the event organizer must follow fire code guidelines.
 - **Decoration Policy:** The customer will be allowed four (4) hours to set up any decorations for their event. Any decorating that takes longer than four

hours will require an additional fee approved by Sterling Event Services staff.

- **Decorations that are not allowed to be used include but are not limited to:** birdseed, rice, confetti (plastic or paper), silly string, glitter, fog or smoke machines, and any other type of materials that could cause damage to the interior or exterior of the facility.
- **Rehearsal Policy:** Technical rehearsals or other occupancy before the event must be scheduled and approved prior to the event, within the hours scheduled in the rental agreement. If rehearsals take place on a day prior to the event date, the regular rental fee will apply for each day that is booked in addition to the event date.
- **Audio & Video Technical Policy:** Any audio, video, or lighting will be adjusted by Sterling Event Services staff. Exceptions to this policy include rented DJ booths. Rental equipment is permitted but must be set up by the renter or the rental company. Equipment that is acceptable includes but is not limited to: ring-lights, 360-degree camera photo booths, photo backdrops, lights, etc. ***Sterling Event Services is not responsible for any damage that is caused to outside rental equipment.***
- **Smoking Policy:** Sterling Event Services is a smoke-free facility and does not allow tobacco of any kind inside of the building. This includes cigarettes, e-cigarettes, vape pens, hookah, etc. All smoking must be done outside in the designated smoking area and properly disposed of following use.
- **Damaged or Stolen Property Policy:** Any Sterling Event Services property that is damaged, broken, lost, or stolen will be replaced by the renter.

By signing below, I acknowledge that I have carefully read and reviewed each policy and rule and understand what is expected of me as the renter. I understand and agree to the rules concerning renting from Sterling Event Services. I understand that I will be fully responsible for any property for failure to comply with the above guidelines.

Finally, I understand that Sterling Event Services reserves the right to amend these policies at any time.

Renter's Full Name (printed): _____

Company Name (if applicable): _____

Renter's Signature: _____

Today's Date: _____

Customer's Credit or Debit Card Number: _____

CVV Code: _____ **Expiration Date:** _____

Sterling Event Staff Use Only:

SES Staff Member Name (printed): _____

SES Staff Member's Signature: _____

Today's Date: _____



Event Space Rental Pricing:

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Weekend Rental Pricing (Friday 4:00pm-Saturday All Day)

** No events will be scheduled on Sundays.*

<u>Event Space Name:</u>	<u>Regular Price:</u>	<u>Discounted Deals:</u>
B1, B2, & B3 or Full Facility	<i>\$1,350.00</i>	<i>\$1,000.00</i>
The Lions' Room (B1)	<i>\$575.00</i>	<i>\$350.00</i>
The Paul Harris Fellows' Room (B2)	<i>\$575.00</i>	<i>\$350.00</i>
The Past President's Room (B3)	<i>\$950.00</i>	<i>\$825.00</i>
Rooms B1 & B2 Rental Package	<i>\$750.00</i>	<i>\$670.00</i>
Rooms B2 & B3 Rental Package	<i>\$1,150.00</i>	<i>\$950.00</i>

***Groups Qualified for Discounted Pricing:**

Non-Profit Organizations, Civic Organizations, Churches/Religious Organizations, & Schools

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