

Grand Royale Event Center

4473 Covington Hwy, Decatur, GA 30035

(404) 534 -0067

Rental Agreement

- I. Hours of Operation
 - A. Regular Office Hours: Monday – Thursday: 10 am – 3pm OR By Appointment
 - B. Rental Hours of Operation: 7am - 3am (All events must be concluded by 3:00 am)
- II. Reservations
 - A. All reservations are made on a first come first serve basis. The reservation is cancelled if proper paperwork and deposit are not received within 72 hours of the initial request to hold the date. The reservation is confirmed once we receive the \$350 refundable damage & clean-up deposit, 25% of the rental fee, and the signed Rental Agreement.
 - B. Contracts: All space and services will be arranged by written contract. No promises, quotations, verbal guarantees—expressed or implied—will be honored unless they are a part of the written contract. Addition of space and/or services to a rental contract can be made if available and will result in additional fees and service charges.
 - C. Reservations can be made on **10-hour blocks or on an hourly basis**, between the hours of 7am and 3am. These blocks of time include setup prior to and clean up after the event.
 - D. *Should an event extend past the scheduled time without advance approval, the customer may lose some or all of their deposit or may be required to make immediate arrangements to pay for extended services. Acknowledge with Signature: _____.*
 - E. Events requiring additional setup time will incur additional facility rental fees. Refer to price sheet for hourly rates.
 - F. Customers have 1 month prior to event to make any changes in regard to floor plan and seating arrangement.
- III. Payments
 - A. Reservations are confirmed after a **25%** deposit of the base room fee is received along with required forms and agreements. A **FULL** refund will be administered to all cancelations made **6 MONTHS** prior to event date. **50%** refund will be administered to all cancelations made **3 MONTHS** prior to events date. **AFTER 3 MONTH** no refund will be given, however one may still **RESCHEDULE** for a future date (additional fees may apply).
 - B. In addition, a separate \$350 **refundable** damage & clean-up deposit is required at the time of booking. The customer acknowledges they can lose

their refundable deposit if the room(s) is not left in the condition in which it was found. The customer also understands they will be liable for any damages exceeding the amount of the \$350 damage & clean up deposit.

I. Party promoters and events with over 300 guests may be subject to increased damage & clean-up deposit. This is left to the discretion of the owner.

C. The remaining rental fee balance is required **30 days prior** to the event. If not paid within this period, the event is subject to cancellation without a refund. Additionally, we will accept **Cash, Cashier Check, or Money Order Only** on the week of your event.

D. Checks, Cashier's Checks, and money orders should be made out to **Grand Royale Event Center**

IV. Refundable Deposit

A. Your deposit check is usually processed and mailed within 7 business days of your event.

B. Few days before the event you will be provided with a check sheet to complete your own personal inspection of the space. The same sheet will be utilized in review for refund.

C. At the end of the event, prepare for a staff member to walk with you through the area to complete a *Post Event Report*. Any and all costs associated with cleaning and/or damages related to the event that are deemed to be. Any damages exceeding the \$350 damage & clean-up deposit are the responsibility of the customer.

D. If you are unclear about the return of your deposit, management will provide a clear explanation.

V. Canceling

A. Grand Royale Event Center reserves the right to cancel any event in cases of extraordinary circumstances - including but not limited to inclement weather and major power outages - with a full refund.

VI. Catering/Use of Serving Area

A. Any and all catering arrangements must be reviewed and approved by the Event Center Manager.

B. Only licensed Caterer may be utilized.

I. Should any aliment or injury occur as a result of catering services provided, Grand Royale Event Center will not be held liable

C. **Serving area should be left in a clean orderly manner.**

D. Uses of facility service equipment must be arranged prior to event **(additional fees may apply)**

E. Trash must be removed from floor and tables

F. All food items must be cleared immediately after a meal is completed. Boxes must first be broken down before being placed in the dumpsters. **DO NOT** overload trash bags! Please ask staff for more if needed. **NO** bag should be too heavy for one person to carry.

G. All trash is to be properly disposed of in waste cans provided and will sometimes be required to dispose of waste in the outside dumpster.

- H. The customer is responsible for normal cleaning after an event including the disposal of trash in proper waste areas, collecting any event materials or decorations, (if used).
- VII. Alcohol -- Events serving alcohol require the following:
- A. Complete and submit the “Request for Approval to Serve Alcoholic Beverages” .
 - B. When serving alcohol, additional security personnel with jurisdiction in DeKalb County will be required. One officer < 300 guests; Two for 300+ guests. The cost is \$200 for one and \$400 for two.
 - I. If you choose to provide YOUR OWN police officer, Police officer must be present within one hour of the start of the event. Otherwise the event shall be shut down without refund.
 - C. The customer must provide information for a licensed bartender. Bartender information must be provided 14 business days prior to the event date.
 - D. Any coolers or containers containing drinks must be stored behind bar or kitchen. Small coolers must be placed on plastic behind bar area and managed by bartender. If your cooler leaks, the problem must be handled if it continues to happen, we will require that you remove the cooler.
 - E. At no time should any individual under the age of 21 be provided with any alcoholic beverage. It is the responsibility of the bartender to ID all those requesting alcoholic drink.
 - F. If any violations occur, you may be given a warning. The 2nd violation will result in the closing of your bar. Also, depending on the severity to the violation, your bar could be closed down immediately - without a refund.
- VIII. Audio / Visual (A/V) Services / Bands / DJs
- 1. A/V services and equipment may be contracted through the Event Center. Services include sound equipment, projector, dry erase boards and screens. Other equipment may be available with advanced notice and payment. For an additional fee, an A/V technician can be provided for dedicated services. The cost is based on the complexity and amount of your AV need.
 - 2. Sound: The audio system is excellent for playing background music, CD’s with sound and background vocals. Additional equipment may be supplied by a third party vendor, for musicals, concerts, or other similar activities.
 - 3. Stage Lighting: Stage lighting may be supplied by a third party vendor, for musicals, banquets or other similar activities
 - 4. A surcharge will be added to any on-demand service or change request made within 3 days of event date.
 - 5. Bands and DJs:
 - I. Bands must set up and breakdown their equipment within your allotted rental time.
 - II. DJs are responsible for providing the essential sound equipment.

Institutional Policies

1. **Grand Royale Event Center** has a zero tolerance policy on weapons. Any person transporting a firearm or other weapon onto **GREC** property— knowingly, by accident, or through ignorance of the policy—is subject to immediate arrest.
2. GREC is a tobacco free environment. Smoking is only allowed outside the building.
3. Marketing Rights: GREC reserves the right to photograph events and/or participants for use in marketing materials.
4. GREC reserves the right to suspend any activity that is deemed inappropriate and will contact law enforcement in the event of illegal activity.
5. Maximum Capacities: all areas have set capacities. Should a group’s attendance exceed the maximum capacity, the Fire Marshall may opt to close an event and/or the building. Refunds will not be available and customer is responsible for full contract price.
6. The GREC is handicap accessible. Please notify the event center office of any special needs that you or your guests may have. It is the responsibility of the customer to ensure that all exits remain unblocked at all times.

**Customer agrees to accept and abide by the policies and procedures listed above.
Customer further agrees to accept and abide by all policies of the Grand Royale
Event Center as well as the laws of the State of Georgia**

Customer (please print)

Signature

Date

Grand Royal Event Center Manager

Date