



Martin Event Center
89 Central Street
Martin, Tennessee 38237

MARTIN EVENT CENTER & STAGE SINGLE USE RENTAL AGREEMENT & CONTRACT

Agreement made on _____, 20__, by and between the Martin Event Center and _____, referred to as "Client". The 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 38237 with the following terms and conditions. This contract can be superseded by the Martin Event Center & Stage Multi Use Rental Agreement & Contract.

1. DATES/TIMES OF PERMITTED USE

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

By signing this document, the signatory acknowledges and agrees to all parts of this contract.

2. THIRD PARTY EVENT PLANNERS (if applicable)

Will you have a Third Party Event Planner? [] Yes [] No
Event Planner Name: _____
Event Planner Business Name: _____
Event Planner Address: _____
Event Planner Phone: _____
Event Planner Email: _____
Event Planner Signature: _____

By signing this document, the signatory acknowledges and agrees to all part of this contract.

3. EVENT SETUP AND NEEDS

Event Description: _____

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: _____

-
- LECTURN
 - MICROPHONE(s) #___
 - DISPLAY(s) #___
 - MIC STANDS #___
 - ROUND TABLE(S) #___
 - 6ft LONG TABLE(S) #___
 - 8ft LONG TABLE(S) #___
 - CHAIRS #___

Additional Requests (if applicable): _____

-
-
- 6' x 8' MOBILE STAGE PIECE(S) - \$50 each (max 6) #_____
 - BAR CART(S) - \$50 each (max 2) #_____
 - ELECTRONIC KEYBOARD (NORD)- \$50 #_____
 - PIPE AND DRAPE(S) - \$50 each (max 12) #_____

Outdoor Stage Set Up Needs (if applicable): _____

-
- LECTURN
 - MICROPHONE(s) #___
 - EXTRA AUDIO SET UP (must be requested)
 - ADDITIONAL LIGHTING (must be requested)
 - ROUND TABLE(S) #___
 - 6ft LONG TABLE(S) #___
 - 8ft LONG TABLE(S) #___
 - CHAIRS #___

4. RENTAL FEE

INDOOR RENTAL FEES	3 Hour Rental*	Full Day	Afterhours (per hour)	Weekend (Full Room Only)
Room A or B	\$25	\$50	\$20	X
Room A and B	\$45	\$90	\$20	X
Room C	\$60	\$120	\$30	X
Room D	\$75	\$150	\$30	X
Room A, B, and C	\$100	\$200 - \$450**	\$50	\$700
Room C and D	\$110	\$220 - \$470**	\$50	\$750
Full Room	X	\$400 - \$650**	X	\$900

* - 3 Hour Time Blocks are 7:00am – 10:00am, 11:00am – 2:00pm, and 3:00pm – 6:00pm

** - Prices vary based on number of attendees and setup

OUTDOOR STAGE RENTAL FEES	Setup	Price
STAGE 8 HOUR RENTAL* (House Sound System, 2 Mics, No Tables or Chairs)	(day of rental)	\$200
ADDITIONAL SOUND SYSTEM	(day of rental)	\$500 - \$1000
TABLES AND CHAIRS	(day of rental)	Contact us for Pricing
EACH ADDITIONAL HOUR (DAY OF)	(day of rental)	\$50

*A rental of the stage does not include the use of any indoor facilities apart from the restrooms.

Event Center Rental Amount Due: \$ _____

Outside Stage Rental Amount Due: \$ _____

Add-on Amount Due: \$ _____

Total Amount Due: \$ _____

Deposit Due at Contract Signing: \$ _____

Full Payment Due Date: ____/____/____

Signature: _____

By signing above the Client agrees to make all associated payments on the specified dates listed above.
A copy of your credit card may be held on file in the event any damage should they occur.

5. EVENT TIME & SIZE

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

Number expected: _____

Set-up begins: _____

Event begins: _____ Event ending at: _____

Clean-up ending at: _____

Total Hours Requested: _____ Day Before Hours Requested: _____

6. DECORATING/ SETUP POLICY

The Martin Event Center wants every event to be a special and welcoming experience. Therefore, every effort will be made to allow the 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.
- b. No tape, 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.
- c. In the event of any wall damage, the credit card on file will be charged once an estimate of damage and repair has been received.
- d. Please do not hang decorations from the ceiling or speakers. Consult the Martin Event Center staff for decoration and hanging needs. The use of ladders with more than 3 steps is not permitted.
- e. 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.
- f. Placements of tables, tents, live music, catering equipment, etc. must be approved by VENUE no later than ONE week before the event.
- g. No glitter, rice, or confetti may be used.
- h. **No sparklers, open flames, or candles** of any kind are permitted without explicit approval by the VENUE. No open flame is allowed unless the candles are floating in water. Battery-operated candles are permitted.
- i. Smoking or use of vapes of any kind is strictly prohibited in any part of the Martin Event Center 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.

7. CATERING, CLEANING, TRASH POLICY

Any event where food is served or offered must use caterers that have signed the Martin Event Center Catering Agreement. It is the responsibility of the Client to ensure that the caterer is aware of and in compliance with all parts of this contract. The caterer must fully clean up any food or product they have provided.

- 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 timeframe, hourly fees will be charged. If your caterer has not fulfilled any of the care and keeping of the kitchen you will be charged \$100.
- 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. The use of any Martin Public Library cookware, utensils, or cooking products is not allowed.

- c. Everything you, your vendors, and your guests bring in must be taken out before the last person leaves the property or the ending time agreed upon in this contract. If it is left, you will be charged a cleanup fee of up to \$250 at the facility's 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.*

Please initial below that you have read and understand the catering kitchen rules.

- _____ Approved caterers will charge a 10% venue fee to your order
- _____ All personal belongings must be removed.
- _____ All refrigerators (inside and out) must be emptied and clean.
- _____ All counters must be cleared, wiped, and cleaned
- _____ All sinks must be emptied and cleaned.
- _____ All floors must be free of debris.
- _____ All outside catering equipment must be removed from the property.
- _____ Collect and bag all garbage and put it in the proper dumpster and replace it with new garbage bags. There should be no garbage in any garbage when you leave.
- _____ It is the Client's responsibility to inform the selected caterer of all policies as well as monitor compliance with all agreed-upon points in this contract.

- e. 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 \$50 at the end of your evening at the discretion of the Martin Event Center.
- f. 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 \$50 will be assessed at the facility's discretion.
- g. The serving or consumption of alcohol in the Martin Event Center is prohibited without prior written agreement.

Will you be using a caterer? Yes No

Will you be using a caterer from our list of pre-approved caterers?

Yes No

Caterer Name: _____

Caterer Phone Number: _____

Caterer Email: _____

Will you be serving alcohol? Yes No

(If answered yes please also provide a completed Martin Event Center Alcohol Contract)

At the time of this contract being signed the Martin Event Center does not permit any caterer that is not on our Approved Caterer List to prepare, serve, drop off, or interact with any food being consumed, prepped, or bought into the Martin Event Center.

8. Technology

- a. The Martin Event Center prohibits the use of all types of hazers, smoke machines, or any other type of unit that creates or emits any type of smoke.
- b. The Martin Event Center requests that any CLIENT who chooses to use a 3rd party DJ provide a list of the types of A/V equipment being brought. The Martin Event Center makes no guarantee that 3rd Party sound equipment will properly operate with any Martin Event Center equipment. Any 3rd party A/V equipment must be approved by the Martin Event Center at the time of this

contract being signed unless otherwise stated by Martin Event Center staff.

- c. The Martin Event Center will provide HDMI cords with most major adapters. Laptops, laptop chargers, PowerPoint clickers, or staff to run PowerPoints are NOT provided.
- d. All music and audio being played on the outside stage must be family-friendly. The Martin Event Center reserves the right to control any audio played through any Martin Event Center equipment.

Will you be using a DJ or outside A/V Equipment? Yes No

Name: _____

Phone Number: _____

Will the DJ connect to our sound system? Yes No

Type of Equipment Expected: _____

9. COMMUNICATION

- a. The Client will participate in an event meeting which will be held a minimum 14 days before the event date with Martin Event Center Staff. The meeting may be held via phone, in person, or virtually. It is the responsibility of the Client to schedule the meeting unless otherwise agreed upon by the Client and the Martin Event Center.
- b. The Martin Event Center will try all reasonable means to contact the Client in the event of any issues, however the Martin Event Center reserves the right to cancel an event due to lack of communication from the Client.
- c. Any Martin Event Center & Stage Single Use Rental Agreement and Contract that does not contain a valid email address, phone number, and address for the Client will be considered void.

10. CANCELLATION/RESCHEDULE POLICY

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

- a. More than 60 days prior to the 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 30 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.

11. 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 alternative 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, add-ons, or particular services you originally contracted for may not be available. Moreover, additional rescheduling fees may also be incurred. As an alternative 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 Martin Event Center on the day of the event, a \$250 moving fee will be charged if additional staff is needed.

12. PAYMENTS

- a. Late Payments: The Client will be charged a late fee for overdue rental fees. If the Rental Fee is not paid in full at least 14 days prior to the Event, The Martin Event Center reserves the right to cancel the Event without refund.
- b. Returned Check: In the event of a check being returned by the financial institution, the Client must arrange for alternate payment within forty-eight (48) hours of notification.

13. PHOTOGRAPHS

- a. Photos taken by Photographers/Guests - The Martin Event Center encourages the Client, the Client's vendors, and the Client's guests to take photos during the Event. The Martin Event Center hopes that the Client will share these pictures so they can be used for promotional purposes. The Martin Event Center requests that the Client and the Client's guests refrain from tagging the Martin Public Library as the location.
- 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 the Client, their guests, and their vendors that attendance at an Event at The Martin Event Center includes permission to use their images in such materials.

14. PROMOTIONAL MATERIAL

- a. Any material created by the Client for the use of promoting an event must be approved by the Martin Event Center before distribution. The Martin Event Centers reserves the right to approve, deny, or request a change to any materials used for promotion, labeling, or any other association with the Client's event.
- b. All promotion material must be submitted to the Martin Event Center at least 2 weeks prior to the event.
- c. The Martin Event Center reserves the right to cancel any event at any time due to the distribution of unapproved material covered in Section 14 Part A.

15. DAMAGES

The 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. The Clients, guests, attendees, and hired personnel are required to adhere to the Event Center Usage Rule. 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, the Client will be responsible for replacement costs. This Agreement falls under the jurisdiction of the state of Tennessee and is therefore subject to Tennessee state 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, AND AGREES TO THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT AND IT IS APPENDICES AS WELL AS OTHER REFERENCED DOCUMENTS:

X _____
Client Signature

X _____
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, email a completed contract(s) to cpinto@cityofmartin.net.

Payment for event deposit is accepted via check, cash, or money order. Credit cards are only used in the event of additional costs 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 for the 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 the back of Visa/MasterCard or 4 digits on the front of AMEX)

X
Client Signature

X
Witnessed by Martin Event Center Staff Member

X
Name Printed

X
Name Printed

Date Signed