

# GRAND EVENT CENTER

## *Facility Information & Regulations Contract*

Our facility has 3 rooms available for rental. The Grand Room approximately 2500 sq. feet. Oh, So Grand 1700 sq. feet, and Baby Grand 800 sq. feet. A kitchenette is available for use. The hall can be rented between the hours of 8 a.m. to midnight. All events must conclude by midnight. (Unless prior arrangements are agreed upon)

### **TO RESERVE:**

- a contract must be signed
- a NON-REFUNDABLE reservation fee paid
- The entire rent & damage deposit is due 30 days prior to the start of your event.
- The damage deposit will be refunded after your event when the manager and the host have inspected the hall.

**FOOD:** All food brought into the hall must be precooked. The Host or their guests cannot bring alcoholic beverages into the hall unless pre-approved, in writing, by Grand Event management. We assume no liability for this. *Caterers cannot supply any alcohol.*

**LINENS:** We require all events to use linens on the tables and chair covers on chairs. We do have linens and chair covers available for rental. (White, black and ivory only)

**DECORATIONS:** Any items, signs, displays or decorations used for an event must be pre-approved by a Grand Event manager. No decorations may be attached to any part of the facility that could scratch, leave holes, or cause damage in any way. No open flame candles or candle warmer. Floating candles are permitted.

**EARLY DECORATING:** Is permitted within your allotted seven hours. Your seven hours include: set up & cleanup. Additional fee is charged at \$100 per hour over your seven hours.

“Smoke” and “bubble” machines are not permitted.  
Please review the attached list of items not permitted.

**ALCOHOL/SMOKING:** Alcohol is permitted during your event after preapproval. Security must be provided for all events with alcohol at a rate of \$35 per hour for the duration of your event. (4-hour minimum). All alcohol must remain inside the facility. No alcohol is to be taken outside by you or guest. Security will enforce this rule.

**SMOKING is “Not Allowed” in the banquet facility, rest rooms or common areas. There is a smoking area outside in the front of the bldg. Smoking inside the building by you or your guest will forfeit your deposit.**

**Any violation of this policy will mean immediate eviction from the hall and no money will be refunded to the Host or their guest.**

**CLEAN UP:** General cleanup is the Host's responsibility.

- the tables must be returned to their original position.
- the floor must be free of debris.
- the kitchen must be return to its original state prior to your event.
- the trash must be bagged and placed in the dumpster.

These tasks must be completed immediately following your event.

**Grand Event Center is not responsible for damage or loss of items left in the hall prior to and or following any function. The Host of the function shall reimburse Grand Events for any damage, loss, or liability incurred to Grand Event Center by any of the guests or organizations contracted by the Host to provide services or goods, before, during or after the event.**

I have read, understand and agree to the above regulations of Grand Event Center. I understand that my reservation fee is NON-REFUNDABLE.

Signature\_\_\_\_\_ Date\_\_\_\_\_

## Rental Fees (effective 1 January 2018)

**Grand Room:** approximately 2500 square feet with large barn yard doors as the entrance. It has crystal chandeliers with soft white ceiling drapes. This room can be very formal or dressed down for a more relaxed feel. When renting this room, you have access to the restrooms, bridal suite, grooms quarter and kitchenette. (200 capacity). **This room rents for \$950 for 7 hours with a reservation fee of \$300**

**Oh, So Grand:** approximately 1750 square feet of light blonde hard wood flooring. This room has an urban feel with ambiance like you've never seen. (80 capacity). **This room rents for \$600 for 7 hours with a reservation fee of \$300**

**Baby Grand:** approximately 850 square feet. This room is small and very intimate but can be made to look very elegant. Perfect for small intimate gathering of 25 or less. (25 capacity). **This room rents for \$250 and must be paid in full to reserve.**

**Security Guard:** is required for weekend events & events w/alcohol @\$35 per hour or current JPD rate (4-hour minimum)

**Cleaning Fee:** \$200 (only if you rent the entire building, all rooms)

**Damage Deposit.** There is a damage deposit fee of \$200. This is returned at the end of you event after the building has been cleared

**Whole building rental fee is \$1700 which includes: (10 hours)  
-all rooms to include the kitchen**

\*\*\*\*\*NOTE: tables and chairs are FREE with every rental\*\*\*\*\*

**199 banquet chairs  
25-60-inch round tables  
5-6ft rectangle tables  
5-8ft rectangle tables  
6-Bistro tables**

**WEDDING, WEDDING RECEPTION & PARTY PACKAGES are available by appointment only**

**For more information, or to reserve, please call Karen (501)960-0455 or Rona (501)983-2345 or email us at [grandeventcenter1@gmail.com](mailto:grandeventcenter1@gmail.com).**

**We have other items available for rent i.e. wooden bar, margarita machine, table linens, chair covers, sashes, candelabras, throne chairs and love seat, etc.**