



Wedding Contract

This agreement is made and entered into by and between Sixteen03 Main Events and the persons responsible for the event, hereinafter referred to collectively as "The Host".

1. PAYMENTS

1.1 - A \$1500 non-refundable deposit in addition to a \$500 refundable security deposit are required at the signing of this agreement. The security deposit will be returned in the event all conditions of the contract are met. (including, but not limited to, a post inspection of premises) It can also be applied to the food and beverage bill at your request.

- 90 days prior to the event the remaining package balance is due.
- 30 days prior to the event, 50% of food and beverage estimate is due.
- 14 days prior to the event the remaining balance is due.
- 48 hours after the event any remaining balance incurred during event is due.
- Sixteen03 will refund the \$500 security deposit, providing no damage or other breach of Contract

1.2 - If your event is canceled due to no fault of Sixteen03, the entire deposit will be retained by Sixteen03. If cancellation is made within 30 days of event, all fees are forfeited and kept by Sixteen03.

1.3 - The full amount of your invoice is due regardless of whether or not all services are used in their full capacity. A reduction in the number of anticipated guests does not obligate Sixteen03 to in any way reduce the original invoice. Your guest count may be changed by host up to 2 weeks prior to event.

1.4 - The Host's Signature on the agreement obligates The Host to pay the full invoice established for the purposes of the event.

1.5 - If your event is shut down early for any reason, (by security or law enforcement) The Host will not be reimbursed any monies and the \$500 security deposit is forfeited. Additionally, if the Police Department or any other emergency services have to be called to Sixteen03 due to the fault of The Host or one of The Hosts guests during the event, you shall forfeit your deposit.

1.6 - Sixteen03 reserves the right to dictate method of payment and refuse a particular type of payment or demand certified funds.

2. DESCRIPTION OF SERVICES PROVIDED BY SIXTEEN03 MAIN EVENTS

- Setup Time Beginning at 9:00am Day of Event
- Tables, Chairs, White Linens & Dinnerware for up to 450 Guests, Dependent on Room Set Up
- Refer to Handout on Packages, Coordinating & Decorating for more Detailed Information

3. DESCRIPTION OF SERVICES NOT PROVIDED BY SIXTEEN03 MAIN EVENTS

- DJ/and or Band
- Photography, Florist, Bakery
- Extension Cords & Power Strips

4. USE OF PERFORMANCES AND COPYRIGHT POLICY

Sixteen03 may take photographs or video during set up, take down as well as during the actual event. These images will remain the property of Sixteen03 and may be used for advertising or social media purposes unless THE Host requests otherwise.

5. RULES AND REGULATIONS

Absolutely NO OUTSIDE ALCOHOLIC BEVERAGES. If The Host or any parties at the event are caught with outside alcoholic beverages inside the venue or in parking lot it will result in The Host losing the \$500 security deposit, eviction of responsible parties, and possible police action.

6. DECORATING GUIDELINES

If you do not take advantage of Sixteen03's decorating services and choose to decorate yourself, please abide by the following:

- Anything brought in must be brought out
- No staples, nails or screws are allowed
- No tape is allowed on painted surfaces
- All candles must be in approved containers
- Blue couch must not be moved from bridal room
- Extension cords, wire, string, etc. must be taped down – no sharp edges
- All wires, cords, strings, hooks, etc. must be removed or security deposit forfeited.
- If room must be reset for ceremony/reception purposes, there will be a fee of \$1 per guest.

ASSUMPTION OF RISK

Hosting an event at Sixteen03 carries with it certain inherent risks that cannot be eliminated, regardless of care taken to avoid injuries. Specific risks vary from one activity to another, ranging from minor to catastrophic injuries. The Host acknowledges that every precaution will be taken by Sixteen03 to ensure safety. However, in the absence of willful misconduct or gross negligence, Sixteen03 will not be responsible for any injuries to any parties in attendance at event.

MEDICAL AUTHORIZATION

It is the policy of Sixteen03 that in the event of injury, 911 will be called immediately. The Host agrees that Sixteen03 will not accept responsibility for any costs related to the call. Sixteen03 will not be responsible for the cost of any medical care or emergency treatments. The Hosts agrees that any bills will be forwarded to The Host.

WAIVER OF LIABILITY

The Host agrees to release, waive, discharge and covenant not to sue Sixteen03 Main Events, its' staff or any service provider of Sixteen03, from any and all liabilities, claims, losses, demands, or causes of action, except in the event of gross negligence of Sixteen03, that may arise from or be related to any loss, damage, accident, illness, or injury, including death, which may be sustained by The Host or The Host's guests while attending the Event at Sixteen03. The Host agrees to further release, waive, discharge and covenant not to sue Sixteen03 from any liabilities, claims, losses, demands, or causes of action, except in the event of gross negligence of Sixteen03, which may arise from or be related to any loss, damage, accident, illness, or injury, including death, which may be sustained as a result of any vendor or service providers to the Event. The Host hereby acknowledges that he/she has completely read and fully understands that The Host is giving up substantial rights, including the right to sue. The Host signs this Agreement freely and voluntarily and with sound mind. If any provision of this Agreement is or becomes invalid, illegal or unenforceable in any respect under any law, the legality and enforceability of the remaining provisions hereof shall in any way be affected or impaired.



ACKNOWLEDGEMENT

I understand and agree to Sixteen03 Main Events' Guidelines, Rules and Regulations set forth in this Contract. I further agree that I will be held responsible for any damages sustained by Sixteen03 Main Events, its partners and assigned, directly or indirectly resulting from this event. I understand that any violation of this Agreement may result in my security deposit being forfeited. I understand that Sixteen03 main Events reserves the right to make changes or amendments to this Contract at any time without my consent. I understand that if any damages exceed the \$500 damage/cleaning deposit that I will be responsible for those charges.

Signature: _____

Printed Name: _____

Home Phone: _____ Cell Phone: _____

Home Address: _____

E-mail: _____

Date of Event: _____

Description of Event: Ceremony / Reception / Social / Dinner / Dance

Deposit Paid: \$ _____ Security Deposit Paid: \$ _____

Date Received: _____ Date Received: _____

Received By: _____ Received By: _____