

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 AS "THE HOST"

PAYMENTS

A \$2000 non-refundable booking fee, in addition to a \$1000 security retainer are required at the signing of your rental agreement. The \$2000 booking fee will be applied to your package invoice.

The remaining package amount is due 90 days prior to your event

Half your food and beverage estimate is due 30 days prior to your event

The remaining invoice balance is due 14 days prior to the event

Any remaining balance is due within 48 hours of your event completion

Sixteen03 Main Events will refund the \$1000 security retainer at their discretion within 14 days of the event providing no damage, outstanding balance, or other breach of contract.

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

All credit card transactions for more than \$250 will incur a 3.5% processing fee.

CANCELLATION

If your event is cancelled due to no fault of Sixteen03, including pandemics, natural disasters, and national emergencies of any kind, the entire \$3,000 booking fee and security retainer will be retained by Sixteen03. If cancellation is made within 30 days of the event, all monies paid to Sixteen03 up to that point will also be retained by Sixteen03.

RESCHEDULE

If your event can not be held as scheduled due to a mandatory closure, death in the family, natural disaster, pandemic, national emergency or act of God, Sixteen03 may, at its' discretion, work with you to reschedule your event as the availability allows and transfer monies paid to the new event date. This must be contracted in writing within 3 business days of the original event date and must be rescheduled for a date within a 12 month period. Only ONE rescheduled date will be allowed.

Initial _____

ADJUSTMENTS

The full invoice amount is due regardless of whether all services are used in their full capacity. A reduction in the number of guests does not obligate Sixteen03 to in any way reduce the invoice. Your guest count for the purposes of food and beverage orders may be adjusted up to two weeks prior to the event date.

If your event is shutdown early for any reason, (by the venue, security or law enforcement), the host will not be reimbursed any money and the \$1000 security deposit will be forfeited. Additionally, if the police department or any other emergency services have to be called to the venue due to the fault of the host or a guest of the host, the security deposit will be forfeited.

The hosts signature on the agreement obligates the host to pay the full invoice amount established for the event.

OBLIGATION

This contracted date is for a wedding. Any event held other than a wedding will be a breach of contract. The host must also choose and will be invoiced for one of our wedding packages unless an exception is made in writing by Sixteen03 management. Package choice an change throughout the planning process, but no wedding may be held without a minimum purchase of a basic wedding package.

TIME

Your rent entitles you to use the facility from 9am until 1:30am the day of your event. Any decorating, setup, pictures, etc must happen between these hours unless prior arrangements are made. You are responsible for removing any items brought into the building, such as decor, guests, and personal items prior to 1:30am. If you require additional time, it will be billed at \$150 for each half hour.

USE OF PERFORMANCES AND COPYRIGHT POLICY

Sixteen03 may take photographs or video during setup, take down, or during the actual event for their own purposes. These images will remain the property of Sixteen03 and may be used for advertising and social media unless the host requests otherwise.

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EVENT INSURANCE

The host is required to obtain \$1million in event liability insurance for the date of the event and list Sixteen03 Main Events as an additional insured. This is fairly inexpensive and can be obtained through your local insurance agent, or on Wedsure.com, theeventhelper.com or ask your wedding coordinator for additional information. The host must submit proof of this insurance a minimum of 30 days prior to the event or risk event cancellation.

ALCOHOL POLICY

Absolutely no outside alcoholic beverages are allowed ANYWHERE on Sixteen03 property. This includes the parking lot as well as anywhere inside the building. If the host or any guest of the host are in violation of this policy, including attempted underage drinking, the host will forfeit \$500 of their security retainer, and the venue reserves the right to evict responsible parties and call for police action. In addition, if bodily fluids are expelled in a place where they need to be cleaned up by our staff, or any guests harass our staff about the policies above, \$500 of the security retainer will be forfeited.

DECORATING GUIDELINES

If you chose not to take advantage of Sixteen03's in house decorating services and choose to decorate the building yourself, you must abide by the following:

Anything brought in must be brought out

Nothing may be hung from the water lines in the ceiling

No staples, nails, tape, screws, sparklers or confetti are allowed

All candles and ceiling decor must be pre-approved

Furniture may not be moved without permission

Extension cords, wire, string, etc that lay on the floor will not be provided by Sixteen03 and must be taped down for safety.

ASSUMPTION OF RISK

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

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MEDICAL AUTHORIZATION

It is the policy of Sixteen03 that in the event of an injury, 911 will be called immediately. The host agrees that Sixteen03 will not accept responsibility for any costs related to the call or ongoing medical care. The host agrees that any medical 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, it's staff, shareholders, or any service provider of Sixteen03, from any and all liabilities, claims, losses, demands, or causes of action, that may arise from or be related to any loss, damage, accident, illness, injury, including death, which may be sustained by the host or the hosts 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, 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 provider for the event. The host hereby acknowledges the 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 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.

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Acknowledgement

I UNDERSTAND AND AGREE TO SIXTEENO3 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 SIXTEENO3 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 OR MY EVENT BEING CANCELLED. I UNDERSTAND THAT IF ANY DAMAGES EXCEED THE \$1000 DAMAGE/CLEANING RETAINER THAT I WILL BE RESPONSIBLE FOR THOSE CHARGES.

PRINTED NAME OF HOST: _____

SIGNATURE OF HOST: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

BRIDE AND GROOMS FULL NAMES: _____

HOME PHONES: _____ CELL PHONES: _____

DATE OF EVENT: _____ ESTIMATED TIME OF EVENT: _____

DESCRIPTION OF EVENT: CEREMONY/ RECEPTION/ SOCIAL/DINNER/DANCE

BOOKING FEE: _____

SECURITY DEPOSIT: _____

DATE RECEIVED: _____

DATE RECEIVED: _____

RECEIVED BY: _____

RECEIVED BY: _____