



Event Name _____

Purpose of Event _____

Contracting Party Name _____

Mailing Address _____

Email Address _____

Phone _____ Alt. Phone _____

Function Date _____

Function Start Time _____ Function End Time _____

Approximate Number of Guests _____

Event Package Fee _____

Deposit Received/Date _____

Liaison and Contact Details _____

Person Responsible (Renter) for Payment and Contact Details

Date of Contract _____

Credit Card Number and Expiration Date _____

The above responsible party agrees to meet all the deposit and payment schedules as listed in the agreement and adhere to all the terms and conditions listed by EA Collective's guidelines. The responsible party is liable for any misuse and or damage to I-61 ministries Inc. property by the responsible party and or their guests during the rental period. Initial _____

A security deposit of \$_____ is due 30 days prior to the event or at the signing of this contract. The security deposit is fully refundable if the buildings and grounds are left just as they were before the event, to the specifications of EA Collective. EA Collective reserves the right to charge for any damages, inappropriate behavior, or additional cleaning required. An active credit card authorization for this amount must be kept on file. Initial_____

EA Collective and I-61 Ministries, Inc.

EA Collective is the name given to the venue at I-61 Ministries, Inc. by I-61 Ministries, Inc, located at 650 Main St in East Aurora, NY. EA Collective is under the umbrella of the ministries of I-61 Ministries, Inc.

Vendor contracting

The renter will be responsible for the hiring of all vendors for the event. EA Collective requires a full service, licensed caterer. A list of preferred caterers will be provided if you wish and while you are not required to use caterers from the list, these are vendors we have conducted business with before and have a good working relationship established. Initial_____

Food/Drink Brought from Home

I take full responsibility and liability for any food or drink that I or someone from my party makes and brings from home. I understand the risks of foodborne illnesses and allergies to the people attending my party/meeting. Initial_____

Insurance

You the renter must provide EA Collective with a copy of your liability insurance 14 days prior to the event date. Liability insurance is \$1 million and can be obtained from your personal insurance agent. Event liability insurance can be obtained for the day of your event and added to your homeowner's insurance. Many insurance companies offer special event coverage for a flat fee. Please speak with your insurance agent regarding these policies. Initial_____

Restrooms

EA Collective has two restrooms available. Preceding the event our volunteers will ensure that the restrooms have been cleaned and are stocked with toilet paper, paper towels, and soap. During the event the EA Collective Event Coordinator will maintain the cleanliness of the restrooms. EA Collective will not be held liable for clog toilets or other plumbing issues that occur over the course of the event. A \$500 cleaning fee will be billed for any vomit that occurs during the course of your event. Initial_____

Children

Children must be under parent or guardian supervision at all times. Children may not be left unattended at any time on the property. EA Collective reserves the right to take necessary action if a child is or if children are endangering themselves on the property. Initial_____

EA Collective Responsibilities

EA Collective will have one on site Event Coordinator to oversee the event for safety, cleanliness, and to enforce policies and as a property resource when necessary. Initial_____

Venue Time Allotments

No refunds for reduced hour usage and additional time usages are charged per hour commensurate with circumstances. Initial_____

Deposit and Payment

A 50% venue fee deposit is required at time of booking with the signed contract. This payment is nonrefundable. The remaining 50% of the venue fee is due 30 days prior to the event. Any outstanding fees incurred during the event not included in estimated costs must be paid and settled in full at the end of the event. No balances are to carry over past the date of the event. Initial_____

Cancellation

All cancellations must be submitted in writing to EA Collective and will not be agreed upon until signed by EA Collective and the renter. The 50% venue fee is nonrefundable. The remainder of the paid venue fee may only be refunded if the event is cancelled prior to 14 days before the scheduled event. Any cancellation due to Covid-19 shutdowns that make meetings/gatherings prohibited will be fully refunded. Initial_____

Decorations and Signage

Any major decorations or signage must be discussed with the EA Collective Event Coordinator well in advance of the event. No confetti, glitter, birdseed, or rice will be allowed. Please do not affix any decorations with tape, tacks, pins, or nails to the walls. Please use sticky tack to affix small banners or signs. Decorations that do not need permission are items such as balloons, table décor, plants, etc... Initial_____

Pets/Animals

There are no pets/animals allowed on the EA Collective property with the exception of guide dogs for the disabled. Initial_____

Smoking

Smoking is prohibited inside all I-61 Ministries, Inc. facilities. Initial_____

Cleaning

Basic cleaning supplies and garbage bags provided.

We hope you will enjoy the use of the EA Collective event space for your party/meeting needs and ask that all users of the space undertake a basic cleaning at the conclusion of your event as we have limited volunteers available. This includes:

- clean any spills
- wash any kitchenware used
- report any problems or issues immediately to the EA Collective Event Supervisor.

Initial_____

Alcohol

Consumption of alcohol on premises is prohibited.*** BUT we are in partnership with Mambrino King (the establishment to the right of EA Collective) to service your cocktail needs. Initial_____

Conduct

The renter agrees to conduct a function in an orderly manner in full compliance with all applicable laws, regulations, and EA Collective rules. The renter assumes full responsibility for the conduct of all persons in attendance and for any damages, loss or liability therein. EA Collective reserves the right to refuse patronage and service of any renter if they do not comply accordingly. EA Collective also reserves the right to terminate any event in the forfeiture of fees paid, if there is no compliance with the applicable rules and regulations.

Furthermore the following is a list of rules and regulations to be followed by the renter which includes all event planners, coordinators, and vendors who are involved in the planning and execution of any event on the premises of EA Collective. EA Collective is committed to creating a safe and comfortable family environment to be enjoyed by guests and clients alike. Our volunteers will proactively intervene to support an environment where guests can enjoy your event free from the following behaviors:

- Foul Abusive language or obscene gestures
- Intoxication or other signs of impairment related to alcohol consumption
- Use of illegal drugs or other illicit substances are not permitted. Violators will be escorted from the building.
- Displays of affection not suitable in a public, family setting
- Any disruption to the progress of the event
- No obscene or in decent clothing
- Use of weapons of any kind

The EA collective is a tobacco free environment.

No candles are permitted to be lit unless they are for birthday cakes.

Furniture may not be moved without the permission of the EA Collective Event Coordinator

Any music played must not disturb neighbors after 10 PM.

Initial_____

I-61 Ministries, Inc. Rights of Service

I-61 Ministries, Inc. reserves the right to refuse service to anyone at anytime for reasons pertaining to matters of the church's bylaws and Statement of Faith. Initial_____

Courtesy Protocol

EA Collective prohibits discrimination on the basis of race, color, sex, age, handicap, religion, and or national origin. Initial_____

Impossibility

EA Collective shall not be held liable for failure to carry out the function due to fire, electrical failure, an act of God, or any other condition beyond reasonable control. Initial_____

Indemnification

The renter here by indemnifies and hold harmless the owner I-61 Ministries Inc., their employees, volunteers, agents, heirs, successors and assigns from any and all damages actions, suits, claims or

other costs (including reasonable attorney fees) arising out of or in connection with any damage to the property or any injury caused to any person (including death) caused by the renter's use of I-61 Ministries, Inc property. This includes any acts or omissions on the part of the renter, their employees, officers, directors, independent contractors, guests, invitees, contractors, or other agents. The renter shall immediately notify EA Collective of any damage or injury of which they have knowledge in, too, or near the property, regardless of cause of such damage or injury. Initial_____

Attorney's Fees

If any action or proceeding arising out of or relating to this agreement is brought by either party to this agreement, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted the reasonable attorneys fees, costs, and expenses incurred in the action or proceeding by the prevailing party. Initial_____

Controlling Law

Regardless of where this agreement is executed, this agreement shall be governed and interpreted under New York State law. Initial_____

Compliance

I understand and will comply with all the above terms and agreements. Initial_____

Renter signature

Date

I-61 Ministries, Inc Representative Signature/Title

Date

Date deposit received/Amount _____

Date payment in full received/Amount_____

Date deposit returned/Amount _____

Special Considerations

Deductions from deposit for the following purposes

