



100 MIKE MOORE BLVD, Birmingham, AL 35224
 P.O. Box 8040, Birmingham, AL 35218
 205-380-2990

Banquet/Meeting Room Rental Agreement

EVENT INFO

Date(s) of Function:			
Event Name:		Estimated # of Guests:	
Time of Function: (start)		(end)	
Group/Entity Name:		Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Name:		Contact E-mail:	
Mailing Address:			
Telephone Number:		Fax Number:	

RENTAL AGREEMENT

This agreement is between _____, hereinafter referred to as "Renter," and The Bridge, LLC, hereinafter referred to as "The Bridge." It is expressly understood that no one may rent facilities at The Bridge until and unless in compliance with the terms hereof.

****This document is to be used in conjunction with the Room Rental Fee Schedule and the Banquet Event Order (BEO). Additional fees may be incurred after this agreement is signed.***

Room Rental Fee Schedule

The Bridge agrees to rent _____ to _____ for the Event specified under the Event Information portion of this rental agreement, for the amount shown below.

Description	Unit Price	Total	Notes
TOTAL Estimated Charges*			

A deposit of _____ is required to secure the event. **Final payment for this event is due 2 weeks prior to the event date.



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TERMS OF THIS AGREEMENT:

The following policies explain the basic guidelines for The Bridge and will assist you in the planning stages of your event. Specific details pertaining to menu selections, room and table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by the Staff and Management of The Bridge to ensure a successful event. A well planned and successful event requires a review of the following policies.

RENTAL:

The Bridge rooms are available for dances, receptions, dinners, parties, conferences, conventions, trade shows and group meetings to members of Faith Chapel Christian Center and the community. All rooms for purposes of meetings will be made available for fee rentals, so long as such space is not needed for Faith Chapel Christian Center programs or related activities.

Rooms shall not be rented out to groups if the nature of the use is such that it could increase the risk of liability to The Bridge, LLC in the event of injury to third persons. Rooms shall not be rented out to groups or organizations wherein there exists the possibility of unreasonable conflicts, excessive noise or disturbances of other Bridge users and staff. Rentals are subject to the approval of the Administration depending upon the particular usage for which the renter plans to use the facility and shall not exceed 30-day commitments by The Bridge, but may be renewed.

INSURANCE: Both parties shall obtain and maintain in amounts sufficient to provide coverage for any liabilities that may reasonably arise out of or result from the respective obligation under this Agreement. This policy also applies to anyone you hire to work inside The Bridge including caterers (when permitted), paid decorators, photographers, DJ's, bands, and all entertainers. A Certificate of Insurance must be on file with the General Manager no later than **two weeks** before the event.

ROOMS: The room rental fee is based on a set use time, which includes set-up and clean-up time, and the number of tables, chairs and other items as specified on the **Banquet Event Order (BEO)**.

Unless previously agreed upon by the Bridge Staff, or specified in your wedding or reception package, groups will have one (1) hour of setup and (1) hour of teardown time, unless authorization is given for additional time, based on room availability.

If the event time exceeds the terms of the rental contract, the Renter will be charged an hourly rate of \$150. A 10 minute grace period will be granted; after 10 minutes, the hourly fee will begin to be assessed. Payments for overages are due at the end of (and on the day of) the event. Payments not settled by the conclusion of your event will result in loss of a portion of or all of your damage deposit.



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MARKET FLUCTUATIONS: There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.

CATERER CONDITIONS: The Bridge or a Bridge Preferred Vendor must provide all food and beverage, with the exception of special occasion cakes in The Venue, Xtreme Kidz Mezzanine and Tuscany Lanes. There is a \$75 cake cutting fee if not provided by the client.

Outside food and/or beverage may be permitted in our small meeting rooms; however, you must obtain prior approval from us before you bring in any food or beverages from outside sources. A Hold Harmless Agreement and Liability Insurance are required if food or beverage products not purchased and served by The Bridge staff or a Bridge Preferred Caterer are brought in for consumption by your guests.

Please note there is a separate Use Agreement and fee for use of the Bridge Kitchen facilities. Bridge Preferred Caterers are required to discuss all catering arrangements with The Bridge Administration and comply with all policies set forth in The Bridge Kitchen Use Agreement.

All menu selections shall be considered definite and not subject to change seven (7) working days prior to the function date. Items listed on our menus are by no means the only items available. The Bridge Catering Representative will be most willing to discuss alternate menu selections specially requested for your event.

All Federal, state and local laws with regard to food and beverage purchases and consumption are strictly adhered to. The Bridge reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

GUARANTEES: Confirmation of the final number of attendees of any function must be submitted to the catering Department no later than **3 business days** prior to the function date. The Bridge will be prepared to serve three percent (3%) in excess of the guarantee. Should the guarantee exceed three percent (3%) of the original estimated number of attendees, The Bridge reserves the right to make a substitution for the original entrée ordered. All charges will be based upon the final guarantee, or the actual number of guests served, whichever is larger. If the required final count guarantee is not submitted to the Catering department, the original attendee figure on the Banquet Event Order will be considered the final count.

DECORATIONS: No staples, tacks, pins, or nails may be used to affix decorations. No adhesive tape of any kind can be used on the meeting room walls, furniture or carpet. In the event that proper authorization is not received and damage results, the cost of repair and/or replacement will either be billed to you or you will forfeit your damage deposit. Renter is responsible for installing and removing all decorations during



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the designated times. Candles in approved candleholders are permitted. Due to the high ceiling structure of The Bridge, helium balloons are not permitted.

SIGNS AND BANNERS: No signs or posters are permitted in the Tower Center (main lobby) unless pre-arranged with your Sales Manager. Only one (1) sign in front of a meeting/function room is acceptable. Signage should be of professional quality and approved by The Bridge. No signs, posters, banners, or printed material will be allowed to be pinned, taped, or affixed in any way to doors, walls or ceilings. With prior approval, the Bridge's maintenance staff will assist with hanging banners/signs. Prices will vary based on location of item(s) and labor involved.

EQUIPMENT RENTALS FROM OUTSIDE COMPANIES: Due to limited storage space, materials cannot be received at The Bridge more than two (2) days prior to the meeting/event. The Bridge does not at any time guarantee the security of any items left in the function rooms or stored on site. Loss or damage to group displays, decorations, or other property brought into The Bridge will be the sole responsibility of the group, with The Bridge assuming no liability. Rental equipment must be picked up on the day of the event, unless special arrangements have been made. The Bridge will not accept delivery without prior arrangements through the Bridge Facilities staff.

Customers, contractors or vendors cannot use The Bridge public areas and service hallways for storage of supplies or equipment.

SET-UP/CUSTODIAL SERVICES: The Bridge Maintenance staff will set up and take down tables and chairs and will be on the premises during the event. Renter will make all arrangements for room set up and staff support during the event with the Event Sales Manager prior to the event date.

Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover costs and additional labor. If equipment is necessary that exceeds The Bridge's inventory, then you agree to pay for the cost of renting this additional equipment. You agree to indemnify us for any damage caused to any property of The Bridge as a result of damage related to your event, whether caused by you, your agents, employees, or contractors.

MUSIC POLICY: Music groups and DJ.'s must set up before the event and break down immediately following the event unless prior approval is given by The Bridge Administration. If utilizing equipment other than that supplied or rented through The Bridge, musicians must supply all of their own equipment: extension cords, amplifiers, microphones, speakers, etc., and are responsible for moving their equipment on and off The Bridge premises. The Bridge is not responsible for instruments/ equipment left on the premises before or after the event. Please note, if your DJ desires to utilize The Bridge's sound system, a Bridge audio technician is required to be onsite to monitor our audio equipment.

No music containing foul, offensive or sexually explicit language will be allowed at The Bridge. It is the responsibility of the renter to ensure that all music played by hired DJ's or musicians is consistent with the values and standards of The Bridge.



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ELECTRICAL REQUIREMENTS: Electrical requirements for meetings and exhibits must be discussed in advance to ensure that the proper number of outlets and power is provided. Additional power must be reserved through our Maintenance Department. For display setups, arrangements must be made in advance for rental of electrical equipment.

AUXILIARY AIDS: The Bridge represents and you acknowledge that the Bridge facilities being rented for you including common areas will be in compliance with our public accommodation requirements under the Americans with Disabilities Act. You agree that you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space at least two weeks prior to your event. You agree to pay all charges associated with the provision of such aids by the Bridge.

PROMOTIONAL CONSIDERATIONS: We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the The Bridge or Faith Chapel Christian Center name or logo. The Bridge does not offer or accept any terms or conditions which provide commissions, rebates, or other forms of compensation related to revenue for food, beverage, room or equipment rental.

PARKING: Use of The Bridge parking lot is included in the facility rental. The Bridge is not responsible for tickets incurred by guests parking in "No Parking" areas. Overflow parking is available in the Faith Chapel Christian Center sanctuary parking lot. This can be requested through your Sales Manager but is subject to availability. The Bridge is not responsible for theft or damage to vehicles or contents.

COMPLIANCE WITH POLICIES & PROCEDURES: Groups and individuals who use the meeting rooms are guests of The Bridge, LLC, and use of the space should reflect that understanding. You agree to comply with all applicable qualifications, rules, policies and procedures as determined by The Bridge, LLC Administration, and all federal and state laws and standards. You may obtain a full copy of all Bridge policies and procedures upon request.

SMOKING/ALCHOL & RESTRICTIONS: The Bridge is a non-smoking facility, including The Bridge parking lot and grounds. All renters are expected to follow this policy and inform and monitor their guests to ensure the policy is being adhered to. The serving or consumption of alcoholic beverages is ***strictly prohibited*** in The Bridge facilities or on The Bridge property.

TEENAGE EVENTS: Any event where the primary age of the participants is under 19 is required to have 3 adult chaperones with an additional chaperone for every 15 participants over 30 in attendance. All events held for youth under the age of 17 are subject to the City of Birmingham's Juvenile Curfew Law.

PET POLICY: No pets are allowed on the Bridge premises, except for service dogs.

TOURS/ FACILITY ACCESS: Tours of The Bridge facility are not included in the rental agreement. Due to safety/liability issues, the renter and guests of the renter shall only occupy the rooms they have rented,



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with exception of the lobby (Tower Center) entrance area and designated restrooms. If you would like to schedule a tour of The Bridge, please contact the Bridge front desk during normal business hours.

NOTE: All appointments with vendors to view The Bridge facilities must first be coordinated with The Bridge Administration. No access will be allowed to renters for their vendor without an appointment.

DEPOSITS, PAYMENTS AND CANCELLATION POLICY:

Room Rental Deposit:

A 50% deposit (of room rental price) and a signed contract are required to reserve your event. The Bridge reserves the right to release function space which has not been confirmed in writing or for which no deposit has been received. _____ (INITIAL HERE)

The final balance for room rentals is due **two weeks prior to the scheduled event date.**

Cancellations:

You may cancel this Agreement only upon giving written notice to us. The parties agree and understand that in the event of a cancellation, our actual damages would be difficult to determine. Therefore, you agree to pay the liquidated damages outlined in your rental agreement and/or Banquet Event Order. *As products and services must be purchased and scheduled in advance, notification seven (7) business days or less before the event will require all charges (including labor and service fees, rentals and applicable taxes) for the final guarantee or contracted number of guests will be charged or will result in forfeiture of your damage deposit.*

Should an event be cancelled six (6) months or more prior to the event date, your deposit (room rental or catering) may be refunded. For cancellations made less than six months prior to the event date, the following deposit refund schedule will apply:

150 days prior to event:	One quarter (25%) of initial deposit nonrefundable
120 days prior to event:	One half (50%) of initial deposit nonrefundable
90 days prior to event:	All (100%) of initial deposit nonrefundable

No refunds will be made when the event is canceled by The Bridge due to the CLIENT's non-compliance with the terms and conditions of this rental agreement. _____ (INITIAL HERE)

RETURNED CHECKS. A fee of \$35.00 will be charged on each check that is returned for Non-Sufficient Funds.

PERSONAL PROPERTY: The Bridge will not assume responsibility or liability for personal property and equipment brought onto or left on the property.



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DAMAGE DEPOSIT/ RESPONSIBILITY FOR DAMAGES: A \$500 **refundable** damage deposit is required to secure all facility rentals at The Bridge; however, the party and/or authorized representatives will be responsible for **any** damages done to the facility during the period of rental, including outside vendors, contractors, and attendees. If repairs or replacement costs exceed the amount of the damage deposit, you will be responsible for the excess amount, and charges will be made.

SECURITY: The Bridge requires security personnel for all groups whose size, program or nature indicates such need, at the sole discretion of The Bridge Management. All wedding receptions require security personnel for a minimum of four (4) hours. Payment for security personnel will be arranged by and fees payable to The Bridge, at a rate of \$35 per hour.

TAXES & SERVICE CHARGES: All federal, state, and municipal taxes which may be imposed or be applicable to this agreement and to the services rendered by The Bridge are in addition to the prices herein agreed upon, and the customer agrees to pay for them separately. Tax exempt groups must provide the proper Tax Exemption certificate two weeks prior to the event, or tax will be applied to the final bill.

FORCE MAJEURE: Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to natural disasters (ex. earthquakes, tornadoes, hurricanes, floods), government authority, acts of terrorism, labor disputes, or any other act outside the control of The Bridge, LLC and the signed parties.

INDEMNIFICATION: The Renter, their successors and assigns, hereby indemnifies and holds The Bridge, its officers, directors, members, employees, agents, successors and assigns, free and harmless from and against any and all claims, actions, damages or expenses, including reasonable attorneys' fee and any such fees to enforce this indemnification, for which The Bridge, its officers, directors, members, employees, agents, successors and assigns may become liable or incur in connection with any matter associated with Renter's use of The Bridge facilities for the event listed above.



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SIGNATURES

I, the undersigned, hereby acknowledge that I have read, understand and agree to all of the terms and provisions of this policy and that services provided under this agreement are expressly limited to those set forth above and that the charges and terms are acceptable.

I agree to comply with all applicable qualifications, rules, policies and procedures as determined by The Bridge, LLC Administration, and all federal and state laws and standards, as well as all Bridge policies for kitchen use, facility use, etc., in effect at the time of the event.

I am authorized to enter into this agreement.

In the event of litigation, to collect sums due hereunder, The Bridge shall recover reasonable attorneys' fees.

Renter

Date

Event Services Manager

Date