

WEDDING CONTRACT FOR: THE GRAND
138 E. MARKET ST – NEW ALBANY, IN 47150 – PHONE (812)949-8888

Client Name: _____

Type of Event: _____

Event Date: _____ Event Time: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day _____ Home: _____ Cell: _____

e-mail address: _____

Signing of this Contract confirms reservation of The Grand based on the terms outlined herein. Signing of this Contract also signifies that you have read, understand, and agree to comply with the written Policies and Specifications, including any Reminder Notices issued by The Grand representatives, for the use of this facility and those such terms are incorporated into and made a part of this Contract by reference.

initial MINIMUM FACILITY FEE \$ _____ is the minimum agreed fee for the use of this facility for a ____ hour period. (This also includes 2 hours prior to the event to set-up and have access to the facility and 30 minutes after the event or an additional price will be charged.) The facility fee includes tables, linens, chairs, set-up and clean-up.

- If the event described herein exceeds __ hours, the client shall pay an additional fee of four hundred dollars (\$400.00) for each hour or any fractional portion of an hour, if less than a full hour, which exceeds the agreed upon time period.
- If you are having a wedding, there is an additional fee of seven hundred and fifty dollars (\$750.00) which includes one hour rehearsal on Thursday evening plus use of the wedding arch and 2 candelabras, ½ hour for wedding ceremony, 10 pew markers , champagne fountain, 1 case of champagne or punch, use of our crystal toasters, professional coordinator service, & access to building 3 hours prior to event. In the event that the rehearsal exceeds 1 hour an additional fee of fifty (\$50.00) per hour or part of an hour shall be charged. Rehearsals are generally held on Thursday evenings, however, in the event The Grand should book an event on that Thursday prior to your wedding you will be notified in ample time and another rehearsal time & date will be scheduled.

Initial ADVANCE DEPOSIT: One half of the minimum agreed facility fee shall be paid at the time of booking and signing of this contract. Payments shall be made by check, cash, or cashier's check. WE ACCEPT CREDIT CARDS. Initially quoted prices are subject to change until the contract is executed and the advance deposit is paid.

Initial PAYMENT IN FULL: The contract balance (facility, catering and disc jockey services, as applicable) shall be paid one (1) month in advance of the date of event. The damage deposit in the amount of Two Hundred Fifty Dollars (\$250) shall be paid at the same time the contract balance is paid.

Any additional fee for remaining on the premises beyond the agreed upon 4 hour period shall be paid when an invoice is issued after the event. Payment of the full invoice is due upon receipt. Failure to return payment within 30 days shall result in interest being charged on the unpaid balance at the rate of 21%.

The Grand reserves the right to use such separate and legal processes as may be deemed

necessary to collect monetary claims for any breach of this agreement. The client agrees to be responsible for the payment of court costs and attorney fees incurred by The Grand in the event of any breach of the terms of this agreement.

Initial CANCELLATION: All Advance Deposits identified herein are NON-REFUNDABLE unless the reservation is cancelled by The Grand. Item 2 of the Policies and Specifications for the use of this facility sets out the exact terms and conditions relating to cancellation policy for this facility.

Initial EVENT CATERING: All catering needs for the event described herein shall be provided by _____ and there is a 15% service charge required by the Grand regardless of which caterer does your food. The Grand recommends three caterers (The Grand's House catering, Chardeau's and BAJ's catering). No other caterer shall be permitted to work within the Grand unless it is approved in writing by a Grand representative.

Initial BEVERAGE SERVICE: A complete beverage service is available through Grand Beverage Service. Since alcoholic beverages sales are regulated by the state, no liquor, beer, or wine can be brought into our facility from outside sources. If outside liquor is brought in, there will be a charge of One Hundred Dollars (\$100 per container). All such purchases must be through The Grand's Beverage Service. Any alcoholic beverage sold during an event at The Grand may not be taken off the premises. The Grand representative or representatives and The Grand's Beverage Service representative reserve the right to refuse to serve any person and to require any person found to be in possession of unauthorized alcoholic beverages to vacate the premises. All payment for alcohol must be made one month in advance of said event.

Initial ENTERTAINMENT AND VENDORS: Entertainment, if desired, is to be arranged by the client. All bands, single entertainers, or other entertainment forms must be approved by The Grand representatives. It is the client's responsibility to provide a copy of the contract and certificate of liability insurance for said entertainment prior to the date of the event. Damage to this facility caused by groups moving equipment in and out of the building shall be the responsibility of the client. Entertainers must make The Grand representatives aware of set up and break down times and other applicable arrangements at least two (2) weeks prior to the event. In no event shall the time needed to set up or break down exceed the Access to the Building provisions as set out in Item 1 of the Policies and Specifications. All vendors to be used in conjunction with this event shall be approved in advance by The Grand representatives. All bands shall be charged one hundred dollars (\$100.00) for use of the electricity. All outside D.J.'s shall be charged Fifty (\$50.00) for the event.

BY: _____
Client's Authorized Signature date

BY: _____
GRAND representative date

PLEASE NOTE- AFTER YOUR EVENT- YOU HAVE THIRTY MINUTES TO EXIT OR YOU WILL BE CHARGED \$200 FOR THE ADDITIONAL TIME.

POLICIES & SPECIFICATIONS

THE GRAND

138 E. MARKET ST – NEW ALBANY, IN 47150 – PHONE (812)949-8888

- 1. Access to Building:** The client will be allowed access to the facility no earlier than two (2) hours prior to the start of each event in order to perform all tasks necessary for the event including, but not limited to, entertainment set up, decorating, florists, and cake deliveries. It is the client's responsibility to advise those persons involved with the event of the maximum two (2) hour access policy. Weddings will be allowed an additional hour.
- 2. Cancellation Policy:** ALL ADVANCE DEPOSITS ARE NON-REFUNDABLE unless the reservation is canceled by The Grand. If a reservation is cancelled by The Grand, the advance deposit shall be refunded in full to the client. Refund of the advance deposit shall be the client's sole and exclusive remedy in connection with any claim, lawsuit or cause of action whatsoever directly or indirectly relating to or arising out of the cancellation of a client's reservation by The Grand. The Grand shall not in any event be liable for special, indirect or consequential damages of any type as a result of the cancellation of client's reservation. Without limiting the generality of the foregoing provision, the client agrees that The Grand shall not be liable (except for refunding the advance deposit) for failure to perform or cancellation of the client's reservation due to fire, flood, strike, acts of government authority, failure of utilities services, unavailability of foods, beverages or supplies, damage to the facility or any other cause beyond reasonable control of The Grand. Performance of this agreement is contingent upon the ability of The Grand to complete the same, and is subject to accidents, transportation, foods, beverages or supplies, and other causes whether enumerated or not, which are beyond the control of the management to prevent the interference with the performance of the contracted terms. The Grand reserves the right to refuse service to anyone.
- 3. Decorations:** The Grand representatives reserve the right to approve all signs and decorating for the client's event. Absolutely no signs, displays, or decorations of any type will be allowed on the grounds or on the building's exterior at The Grand. No signs are allowed in the main lobby area at The Grand. The affixing of anything to the walls, floors, or ceilings with nails, staples, carpet tape, masking tape, duct tape, glue of any type, or any other adhesives is specifically prohibited. All signs used inside the building must be printed. All signs must be freestanding or on an easel. Staff will assist in placing all signs and banners. Depending on labor and equipment involved, a charge for this service may apply. Use of any confetti, bubbles, bird seed, rice, flower petals (only on tables), or other similar product on the grounds or in facility is prohibited (outside for send off's ok).
- 4. Liability, Security Deposit and Final Invoice:** The Grand representatives reserve the right to inspect and control all events. In addition to the advance deposit, a security deposit of \$250.00 is due (1) month in advance of the day of the client's event. The client agrees to be responsible for any damages done to the premises or any other part of the facility during the period of time the client, his/her guests, invitees, employees, independent contractors or other agents are on the premises for the purposes of the client's event. Liability for damages and/or losses to the premises and/or cleaning which is needed beyond the \$250.00 security deposit stated above shall be charged to the client according to the costs, including labor, to clean, repair and/or replace the damage caused during the client's event. In the event that damage to the premises exceeds the amount of the security deposit, said balance shall be added to the client's final invoice, the security balance shall be applied to reduce the unpaid balance. Once the security deposit has been applied to reduce the unpaid balance, if there are monies remaining from the security deposit, said amount shall be refunded to the client within 30 days after the event.
- 5. Personal Property:** The Grand shall not be held responsible for damages or loss of articles of merchandise left on the premises prior to, during, or following the client's event.

6. **Tax Exempt Clients:** Clients and/or organizations that are tax exempt are required by law to provide The Grand with a Tax Exempt Certificate on the date the contract is signed. The Grand is required by law to collect sales tax in the event a certificate is not on file.
7. **Incorporation by Reference:** The Policies and Specifications set out herein shall incorporate into and become a part of the contract agreement of the signing parties at the time the contract for the use of the facility is executed.
8. **Chocolate Fountain Vendors:** Food may be provided and prepared by chocolate vendor (must be prepared prior to bringing to The Grand or by The Grand. All vendors must provide top linens. The space used to set up the fountain must be cleaned up immediately after use by the chocolate vendor. Only Chocolate Fountain Vendor Professionals will be permitted to operate the fountain and must be present the entire time the fountain is in use.
9. **Security:** In the event your event should need security it is the responsibility of the Client to pay for security. The security must be approved by the Grand in writing.

Client's Initials

The Grand looks forward to the opportunity of working with you on your planned event.