



Event Contract

Your hosts will be:

Jennifer O'Neill Daniel O'Neill
518.222.9567 518.222.9481

This Event Contract (the "Contract") is entered into by and between The Venue, located at 65 Congress Street, Cohoes, NY, 12047 and "The Party" on this the _____ day of _____, 2020

THE PARTY

Coordinator Name: _____ Phone: _____ Email: _____

Address: _____

Coordinator Name: _____ Phone: _____ Email: _____

Address: _____

Date of Event: _____
(Month) (Day) (Year) (Day of Week)

Event Type: Sweet 16 Birthday Estimated Guest Count: _____ Confirmed Guest Count: _____

Event Start Time: 6:00 pm Event End Time: 10:00 pm Event Setup Time: 4:00 pm

(The Venue shall make the facilities reasonably available to the Event Coordinators for purposes of planning, staging, and hosting the event. The Event Coordinators agree to remove all set-ups in a timely manner and restore The Venue to its previous condition at the conclusion of the event, excepting normal and reasonable wear and tear. All events will have access to The Venue one (1) hours prior to the contracted time of the event for entertainment set up. Special arrangements may be made for earlier access and may incur an additional labor charge. Evening events must be completed by 10:00 pm.)

Upper Ballroom/Bridal Suite Facility Fee: \$1,000 For up to 100 People. \$10 per Person Over 100 People

Non alcoholic beverages can be brought in for your party. All material, food, and items brought in for your party must be removed off premises at the close of your event. This includes all leftover food items as well as any trash generated. (Your caterer typically does this.)

Facility Deposit: \$1,000 (Received On: _____)

(A \$1,000 deposit is required along with this executed contract to reserve The Venue for the specified date and time. All deposits and payments are non-refundable and non-transferable. It can be dropped off at an agreed upon meeting at The Venue, or it can be made out to O'Neill Property Management LLC, and mailed to 65 Congress Street, Cohoes, NY 12047. This Facility Fee does not apply towards Beverage Minimums.)

If a credit card or PayPal is used then an added service charge of 3% must be applied. Any additional charges will be collected the day of the event.

Event insurance is required and must be received 30 days prior to your event date. You can typically get this through your homeowners insurance for free. O'Neill Property Management LLC would need to be listed as an additional insured with a minimum coverage of 1 million. One option is

<http://www.kandkinsurance.com/sites/events/Pages/Wedding-Events.aspx>

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Vendors

(For Your Use)

Event Planner Name: * _____ Contact Name: _____ Contact Phone: _____
(An Event Planner is recommended but not required)

Photographer Name: * _____ Contact Name: _____ Contact Phone: _____
Photographer Start Time: _____ Photographer End Time: _____
(No Furniture is to be dragged across the floor, stood on, or moved from the room in which it sits. Care must be taken to not scratch the hardwood floors or hit door mouldings when moving equipment.)

Entertainment Name: * _____ Contact Name: _____ Contact Phone: _____
Entertainment Start Time: _____ Entertainment End Time: _____
(Any entertainment contracted or brought in by The Party must have approval of the management of The Venue. Entertainment must remove equipment from the facility and vacate the premises one hour before the end of the event or by 10:45 pm whichever is sooner. Care must be taken to not scratch the hardwood floors or hit door mouldings when moving equipment. The Venue reserves the right to maintain an appropriate decibel level of the music during your event that will not be disruptive to the surrounding neighborhood.)

Caterer Name: * _____ Contact Name: _____ Contact Phone: _____
Caterer Start Time: _____ Caterer End Time: _____
(The Party can bring in their own catering service unless they are specifically excluded. Unless otherwise specified at the time of contract signing, all food services must be provided by your Caterer. Your caterer will provide the table clothes, underlays, napkins, dinner plates, salad plates, dessert plates, glassware, flatware, and anything required to serve the food.)

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Payment Terms:

Your deposit is credited towards your event the day it is received by The Venue. If a credit card or PayPal is used then an added service charge of 3% must be applied. Any additional charges must be paid in full the day of your event.

For all events the final balance for contracted services is due fourteen (14) days before the contracted date of the Event and any "open" agreements for services including bar services must be settled immediately after the Event.

Cancellations: All deposits and payments are non-refundable and non-transferable if cancelled by The Party. In the same manner, if for any reason other than fire, acts of God, or other conditions beyond our reasonable control, The Venue becomes unavailable for use, a full refund of all payments will be issued to The Party.

Pets: No pets are allowed.

Smoking: The Venue is a non smoking facility. Smoking is only allowed at the designated area provided at the alley side of the building by the parking lots. There is no smoking allowed at the front entrances.

Parking: All vehicles must be parked at 65 Congress Street only in designated parking areas. The Party and their guest's are not permitted to park any type of vehicle, including motorcycles and bicycles, on lawns or sidewalks or areas not designated for vehicular parking. There are two municipal lots located within 800 feet of The Venue.

Displays, Decoration, and Guest Property: We are not responsible for lost or damage to any property, which you or your guest bring into The Venue or leave at The Venue before, during, or after the event. Any decorations or entertainment contracted or brought in by The Party must have approval of the management of The Venue. The use of birdseed, rice, other aerial favors, and sparklers is strictly prohibited on The Venue premises. All décor brought into this facility must be removed from the facility at the end of the event, by The Party unless prior arrangements have been made in writing. Left over property will be discarded after seven days and The Venue cannot take responsibility for loss of or damage to property due to theft or any other cause.

Indemnification: The Party agrees to protect, indemnify, defend, and hold harmless The Venue, its owners and employees, and agents, against all claims, losses, or damages, to persons or property, government charges or fines, and cost (including reasonable attorney fees,) arising out of or connecting to the event, including but not limited to, the installation, removal, maintenance, occupancy, or use of the premises, or part thereof, by The Party, or any guest, invitee, or agent of The Party, or any independent contractor hired by The Party, except those claims arising out of the sole negligence or willful misconduct of The Venue, its owners, and employees, shall not be liable for failure to carry out such agreements as mentioned which are caused by fire, acts of God or other conditions beyond reasonable control of The Venue, its owners and employees

Daniel O'Neill or Jennifer O'Neill for The Venue

Signature:

Print Name:

Title:

The Party:

Signature:

Print Name:

Date:

Signing this contract, the customer agrees to all of the terms and conditions.



Event Policies and Procedures

- *No alcohol can be brought on the premises.*
- *Food services, linens, and tableware must be provided by others as long as they are not specifically excluded. Not responsible for pickup or drop off.*
- *The Venue is a non-smoking facility. Smoking is not prohibited in the building and only allowed at the designated area at the side alley by the parking lot.*
- *All event decorations must be approved in advance by The Venue staff.*
- *Bubbles may be used outside only. The use of birdseed, rice, sparklers, aerial favors, glitter, small stones, or confetti is prohibited.*
- *Any items not available at The Venue for use at events may be rented for an additional charge by means of an outside vendor.*
- *The Venue staff/management is not responsible for decorations, centerpieces, equipment, or any items left after the event.*
- *The Party or their guests may not alter, supplement, install, or otherwise change the heating, cooling, or lighting system of The Venue.*
- *No materials shall be placed or stored in any of the storage rooms of The Venue except with prior written approval from the Site Coordinator. The Venue assumes no responsibility for items stored at The Venue.*
- *Guests are not permitted to utilize areas not designated for the event.*
- *Any incidental damages to the property will be the responsibility of The Party.*