

## The Vault – CLIENT(S)(s) Agreement

**EVENT SPACE: The Vault**

**PROPERTY OWNER, ITS AGENTS AND EMPLOYEES,:** Commonwealth Investments, Ltd dba The Vault

**CLIENT(S)(S):** \_\_\_\_\_

**Date of and Time of the Event:** \_\_\_\_\_

**LEAD FOR CLIENT(S)(S):**

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**CATERER:**

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**RENTAL:** Rental includes up to five (5) hours of event time. Additional event time may be purchased for \$400 per hour. CLIENT(S)(s)(s) understands that a ceremony includes thirty (30) minutes for guest arrival and thirty (30) minutes for the ceremony itself. Rental includes one (1) hour of rehearsal time. Rehearsal day and time will be scheduled at the Final Walk-Through, fourteen (14) days prior to the event. Evening rehearsal times cannot be guaranteed.

Pricing of events is subject to change based on booking dates that fall on national holidays or during high-priority times.

**Event Space Rental Rates:**

\$2,500 per event for Friday and Saturday

\$1,500 per event for Sunday through Thursday

**SET-UP:** Rental includes the set-up of tables and chairs. The Vault does the initial set-up of tables and chairs. Any changes after this set-up (i.e. chairs moved following ceremony) are the responsibility of the CLIENT(S)(S)(S) and/or caterers. The Vault sets the room for exact final guest count given by the Lead. The Vault is open to the CLIENT(S)(S)(S) and vendors five hours prior to the event start for set-up and prep. Those needing extra time prior to the five hours are usually given the time at no extra charge but it is up to the discretion of The Vault and not a right of the caterer or CLIENT(S)(S)(S) for extra hours at no charge. The Vault conducts normal business up until approximately five hours prior to event start. This includes but is not limited to: tours, final walk-throughs, rehearsals, payments. CLIENT(S)(S)(S) understands that if decorations are set-up prior to the five hours it is the responsibility of the CLIENT(S)(S)(S) and not The Vault for safe keeping of items.

**DELIVERIES:** CLIENT(S)(S)(S) understands they must inform The Vault as to when the building will be open for set-up. There may or may not be anyone at The Vault prior to the pre-arranged opening time. Opening time will be determined 14 days prior to event at CLIENT(S)(S)(S)'s Final Walk-Through. Deliveries to The Vault must be coordinated in advance. The Vault is not responsible for unexpected deliveries.

**TEAR DOWN:** Rental includes the tear down of tables and chairs. The CLIENT(S)(S)(S) must move any items brought within twelve hours of the end of the event. The CLIENT(S)(S)(S) should advise all vendors that they must also remove any and all materials brought within 12 hours of the end of the event. Large items rented from companies needing to be picked up the following business day must be moved by CLIENT(S)(S)(S) to storage area arranged with The Vault. All items stored should be moved by CLIENT(S)(S)(S) to area arranged with The Vault. All items must be moved by 12 hours following event. CLIENT(S)(S)(S) will be subject to charges for each additional 30 minutes after.

**DAMAGES:** The Vault is not responsible for any damages or loss of items left in The Vault prior to, during, or following CLIENT(S)(S)(S)'s function and CLIENT(S)(S)(S) indemnifies and holds harmless The Vault for the same. This also pertains to rental items which may be stored at The Vault until the rental company is able to pick up. Except as otherwise set forth herein, the rental company holds the renter responsible for any lost or damaged items, not The Vault. CLIENT(S)(S)(S) is responsible for payment for any damages which occur during CLIENT(S)(S)(S)'s event; to the extent such damages are caused by CLIENT(S)(S)(S) or CLIENT(S)(S)(S)'s guests/patrons. The Vault is not responsible for items left by CLIENT(S)(S)(S) following the function. **The Vault is a non-smoking facility.**

**IDEMNIFICATION:** Client shall, at all times, indemnify Property Owner, its agents and employees, for, defend Property Owner, its agents and employees, against, and save Property Owner, its agents and employees, harmless from, any liability, loss, cost, injury, damages, or other expenses that may occur or be claimed by, or with respect to any person or property on or about the The Vault and resulting from the use, misuse, occupancy, possession or unoccupancy of the The Vault by CLIENT(S)(S)(S) or its agents, employees, licensees, invitees, guests or other such persons, or from the condition of the The Vault. CLIENT(S)(S)(S) shall, at its own cost and expense, defend against any and all such actions and demands and shall indemnify Property Owner, its agents and employees, for all costs and expenses it may incur in connection therewith. Property Owner, its agents and employees, shall not, in any event whatsoever, be liable for any injury or damage to the The Vault or to CLIENT(S)(S)(S) or its agents, employees, licensees, invitees, guests, or other such persons, or such persons of any licensee of CLIENT(S)(S)(S), or to any property of any such persons, CLIENT(S)(S)(S) shall not make any claim or demand upon or institute any action against Property Owner, its agents and employees, as a result of any such injury or damage.

**HOLD HARMLESS:** CLIENT(S)(S)(S) shall indemnify and hold Property Owner, its agents and employees, harmless against and from any and all costs and/or claims, including attorney fees arising from the enforcement of this Agreement, CLIENT(S)(S)(S)'s and CLIENT(S)(S)(S)'s invitees and employees, use or occupancy of the The Vault and/or any facilities or asset of Property Owner, its agents and employees.

**INSURANCE:** A copy of CLIENT'S Insurance certificate shall be on file at The Vault including any pertinent insurance information with a signed copy of this agreement is mandatory.

**CHANGE OF SET UP:** Any changeovers from the initial set-up of the room (i.e. theatre style to table seating) is not the responsibility of The Vault. There is a prep area for you, with 8 ft. tables and sink adjacent to the hall, plus other rooms for you to use upon request. There is a small refrigerator and ice machine. It is appreciated that you bring your own dollies to move your supplies.

**CATERING:** The CLIENT(S) is responsible to have the Caterer removing any and all materials brought into The Vault immediately following each event, so that the hall can be set for the following day's event. (Excluding large rental items which need to be trucked out the following day). These items should be moved to a storage area designated by The Vault.

There is an 15% Catering fee (of the gross food bill only- not hot beverages) or a minimum of \$1,000 (whichever is greater) and a 25% Bar Fee on the sale of or provision of Alcohol or a minimum of \$1,000 (whichever is greater), paid by CLIENT(S)(s). There are no exceptions. Payment of the minimums must be paid at the time of reservation. Any remaining balance due must be paid within 5 days after the event.

The Vault is open to the Caterer three hours prior to event start for set-up and prep (The Vault sets up all tables & chairs prior to Caterer arrival). Those needing extra time prior to the three hours are usually given the time at no extra charge, but it is up to the discretion of The Vault and not a right of the Caterer or CLIENT(S)(s) for extra hours at no charge.

The CLIENT(S) is responsible to have the Caterer remove any trash generated by its services. CLIENT(S) agrees to bring their own garbage bags. The Vault supplies 45 Gallon Trash Cans. The garbage is bagged by the Caterer and placed in containers designated by The Vault.

A copy of the invoice that the Caterer and Bartending gave CLIENT(S) should accompany the payment that you make to The Vault. The Caterer provides beverages and is in charge of pouring water, wine, champagne, etc. at tables. No Vault personnel are responsible for any dispensing of any liquids. That service is arranged between the Caterer and CLIENT(S)(s).

**TABLES, CHAIRS AND LINENS:** The Vault supplies up to 200 white wood chairs with rental. CLIENT(S)(s) has to pay for extra rental chairs, if needed (arranged with Vault).

If you bring in linens, it is your responsibility to remove linens from the tables at the end of the event. This will allow The Vault to tear down tables and chairs, clean, and set the hall for the following day. If the CLIENT(S)(s) desires to have The Vault remove the final trash and linens from the tables, payment arrangements must be made at least 5 days prior to event with the Vault.

**SMOKING:** The Vault is a non-smoking facility

If the CLIENT(S)(s) desires to have glassware for toasts, water at tables, etc., it is arranged with the CLIENT or Caterer. Any ice needed for Caterer's services is to be supplied CLIENT(S).

**DEPOSIT:** A non refundable deposit of 50% of all charges are required to reserve any event dates. The balance of that which is due shall be due and payable thirty (30) days from the Event Date. (Final Payment). In the event that Final Payment is not made as outlined herein, the reservation shall be terminated and The Vault may be delivered to others for use.

Understood and Agreed

**CLIENT(S)(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_