

THE OPERA HOUSE EVENT HALL

1313 Main Street, Humboldt, TN 38343
For More Info: Alyssa 731-695-3398; alyssatca@gmail.com

Event Rates

Non-Refundable Hold Deposit (will be deducted from balance fee): **\$250**
Refundable Security Deposit (will be returned if no extra charges or damages): **\$500**
*****5% Discount for Events Paid in Full Within 30 Days of Booking*****

Wedding Packages

Silver \$2400

On-site event staff, complimentary vendor listings, upstairs ceremony (maximum 150 people) & downstairs reception on the day of your choosing, complimentary courtyard bistro tables, chairs, & benches, large upstairs bridal bath with complimentary bridal toiletries & welcome package, beautiful antique furniture for photo op and decor pieces, optional white sheer curtains in front windows

Gold \$3400

In addition to the amenities of the Silver Wedding Package, you will have access the full day prior to the wedding beginning at 8:00 am for ample decorating time, wedding rehearsal, and rehearsal dinner.

Diamond \$3800

In addition to the amenities to the Gold Wedding Package, you will receive an additional free half hour planning session, optional: ceremonial white fluted columns or black wooden arbor with greenery, fairy light photo backdrop, Opera House round black table cloths, and an additional four (4) hours for next morning load out

Downstairs and Courtyard Only

(Time begins at 8:00 am and ends at 1:00 am)

Saturday
\$2000

Friday / Sunday
\$1500

Monday - Thursday
\$1000

Use of Building for Photo Shoots:

\$30 per hour of use, 4 hours max

(We cannot book photo shoots on Friday-Sundays more than 2 months out from desired date)

Holiday Rates May Differ

All events at The Opera House Event Hall include:

Set up of a maximum 20 round tables, 200 chairs, 6-5ft rectangular buffet tables, 1 -8ft rectangular buffet table, and 2 antique bars, use of catering area with complimentary microwave, freezer/refrigerator, ample counter space, free WiFi, men's and women's handicap accessible bathrooms, complimentary strung cafe lights downstairs/courtyard, use of outdoor courtyard, small portable PA system, and one (1) free half hour viewings prior to your event.



CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping **The Opera House Event Hall** a well maintained and safe location for future use.

RENTAL FEES

All balances must be payable to Williams & Bundy Properties **60 days** in advance of event. An additional **15% late fee** will applied to all payments submitted after **60 days** prior to event. A down payment of \$250 along with the signed agreement, is required to reserve the date and space. Payment may be made by cash or check. No terms are implied or granted and no work will be allowed to commence until full payment is received.

SECURITY DEPOSIT AND DAMAGE(S)

A security deposit of \$500 made payable to Williams & Bundy Properties is required and is due **60 days** before event. This deposit will be refunded within two (2) weeks following the rental period provided the premises are maintained and left in the same condition as when rented, and satisfactory to The Opera House management. However, any cleaning (of excess) or repairs deemed necessary beyond normal use (i.e. paint damage and floor gouges) will be charged and deducted from the security deposit. If the building or any part of the premises or its contents, including furniture or artwork, is damaged during the event, renter will be solely responsible for such damage. Staying over the agreed upon time slot will be deducted at a rate of \$100 per hour from the security deposit.

INSURANCE AND LIABILITY

It is recommended that Renters provide general liability insurance in order to cover the event.

LIABILITY

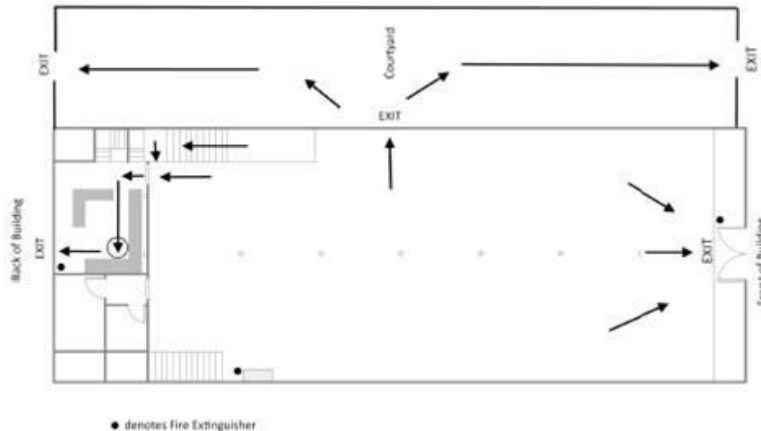
The Renter agrees to abide by all of The Opera House Event Hall policies and will assume responsibility for any damage done to the venue or its contents during the rental period and occurring as a result of using such facilities, including damage by attendees. Furthermore, vendors, Renter's agents, employees, guests, and Renters themselves will attend and use The Opera House at their own risk. The Opera House shall not be liable for any damage arising from personal injuries sustained by any such person on the premises of The Opera House or surrounding areas such as parking lots and the Renter assumes full responsibility for such damages. The Opera House and its staff shall not be liable for any equipment, property, or personal belongings, whether rental or otherwise, which are used or left at The Opera House in connection with the event. In consideration of being granted the right to use The Opera House Event Hall, the Renter will hereby release and hold harmless The Opera House Event Hall or Williams & Bundy Properties, its partners, and employees, from any and all claims, demands, or rights of action rising out of such use of the event hall.

ALCOHOL

If Renter plans to include alcohol as part of the rental event, all alcoholic beverages must be served solely by a licensed bartender. Renter is responsible for and must abide by all city, county and state alcoholic beverage control laws and regulations, and arrange for appropriate license(s), permit(s), and insurance certificate(s), which copies must be provided to The Opera House Event Hall at least five (5) business days prior to the event. Renter is responsible for all consequences of guest behavior during and following the consumption of alcohol. *Excessive alcohol consumption will not be tolerated on premises.* The Opera House Event Hall staff retain the right to limit the amount of alcoholic beverages being consumed by you or your guests. "Last Call" for alcohol shall be at least forty-five (45) minutes prior to the scheduled end of your event or reception. If Renter provides, or causes to be provided, alcohol not in accordance with the above policies, The Opera House Event Hall retains the right to end Renter's event immediately and without further explanation.

SAFETY/IN CASE OF EMERGENCY

All fire aisles and exits must be kept clear of people and equipment. Exits are clearly marked with an Exit sign with fire extinguishers conveniently located throughout building. Refer to diagram below. In the case of an emergency, please call 911 immediately and notify The Opera House Event Hall staff member assigned to your event.



CAPACITY

Renter understands that the maximum standing capacity of The Opera House Event Hall is **299** people and will not exceed this limit. For upstairs use only, the maximum capacity will not exceed **150** people.

SITE DECORATION

The Opera House Event Hall wants to make every event here a special and welcome experience. Therefore every effort will be made to allow Renter to prepare decorations reflecting their creative requirements. We ask that only the staff of The Opera House Event Hall rearrange and move any furnishings, including artwork, lamps, antiques, or seating. No nails, screws, staples or penetrating items should be used on our walls or fine wood. Any tape or gummed backing materials must be properly removed and any wall or floor damage will be deducted from the deposit. **No glitter** or foil (non-paper) confetti is allowed on site. Candles are not allowed, with exceptions for Unity Candles in wedding ceremonies. We strongly encourage flameless candles with battery operated lighting.

Arrangements may be made for caterers, cake delivery, DJ's, and musicians to set up, which can be separate from customer decorating time, provided the event facility is available. Florists should have all flowers prearranged with only final touch-ups in the event hall. All flowers, décor, and rentals should be removed immediately after the event.

CATERING

All caterers must provide copies of the following documents at least one week prior to event:

- EIN # of Caterer
- Certificate of General Liability Insurance coverage

If the host is using non-licensed friends or catering him/herself, a letter of release of liability for The Opera House must be signed by the host & filed by The Opera House.

Your caterer may serve food or beverage in any part of event area. Caterer will assume responsibility for the catering prep area, if used, and will clean afterwards. No food can be cooked in The Opera House and no roasters can be used. A microwave but no oven is provided. Before leaving the event, caterers are responsible for removing all foods, catering equipment, and garbage cans which contain food trash. The trash bags must be taken to the outside dumpster.



CONDUCT

There is absolutely no drug use or smoking of any kind tolerated inside premises. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of The Opera House Event Hall staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

NOISE

Renter acknowledges that the premises are located near other businesses and therefore agrees to control the noise level at the event such that it not disturb neighboring occupants. In the event the renter's event creates a disturbance due to high noise volume, renter shall immediately reduce the volume. If repeated disturbances are created, at The Opera House Event Hall discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to renter.

Note: Music that can be heard beyond the boundaries of the property must end by 11 p.m.

LOST AND FOUND

The Opera House Event Hall takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 60 days. Every attempt will be made to return any recovered item to its rightful owner.

CANCELLATION

Date-Hold Deposit is Non-Refundable. 100% of the security deposit will be refunded.

You may change the date of your event but please notify us in writing at least 90 days before the change. Only one date change is allowed; date changes are based on availability. If for any reason, the Renter cancels the event after all monies are paid, all monies theretofore paid to Williams & Bundy Properties will be forfeited unless another client can fill the date.

CLEANING, TRASH AND EQUIPMENT REMOVAL

The Opera House Event Hall will be in a clean condition with all tables and chairs set up to your specifications prior to your event. Before your rental time allotment has ended, you are required to do the following: 1) All items brought in by the client or caterer must be removed. 2) All garbage cans must be emptied and garbage bags taken to the outside dumpster. 3) All folding chairs must be stacked on chair carts. 4) Anything of "excess" must be cleaned up.

Arrangements for removing rental equipment must be agreed upon before event.

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times. NO EXCEPTIONS. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Renters should assess their own security needs and provide the extra security personnel as needed at their own expense.

ENTRY AND EXIT

Renter agrees that The Opera House Event Hall staff may enter and exit premises during the course of the event. A representative of The Opera House Event Hall will be on-site periodically during your event and will be checking with the responsible parties to insure everything is working smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.



PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should The Opera House Event Hall be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. We are happy to provide professionally created images of our space for promotional materials. An invitation or copy of the invitation for your event would be much appreciated, as are photos for display in our scrapbook or online on our website or social media outlets. We hope you will refer others here, and we are happy to answer any questions you might have about the types of events we do.

A representative of The Opera House Event Hall and/or promotional materials and signage will be present at all events, and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative.

PRE-EVENT VIEWINGS

Renter is allowed two viewings of the space to help in preparation of the event. If vendors need to see the space, please coordinate with them to come on your 2nd viewing and keep the visit under 30 minutes. If additional time is needed, there will be a charge of \$25.00 per half hour. The Opera House management is happy to answer any questions and provide layout diagrams, pictures, and measurements to help in the planning process.

PHOTOGRAPHS AND BLOGGING

In order to promote our venue and events, we enjoy the chance to share photographs or stories from the event.

By signing below, you give The Opera House Event Hall permission to photograph your event and use in displays, advertising, brochures, social media and on our company website and blog.

Printed Name: _____

Signature: _____

Date: _____



Event Date: _____ Event Day/Package: _____ Event Start Time: _____ Event End Time: _____
 Type of Event: _____ Number of Guests: _____
 Organization Name: _____
 Primary Contact: _____ Phone: _____ Email: _____
 Secondary Contact: _____ Phone: _____ Email: _____
 Emergency Contact: _____ Phone: _____ Email: _____
 Address: _____

NOTE: More time, if needed or requested, may be subject to additional fees. It is understood that your event may be shorter than the time of day selected.

For use on the event date and time stated above for rental fee of \$ _____ is due and payable as stated below.
 Cash or check is accepted. **(ALL PAYMENTS SHOULD BE MADE TO WILLIAMS & BUNDY PROPERTIES).**

Date-Hold Deposit (Non-Refundable)	Due Date: _____	Amount: <u>\$250</u>	Method: _____
Refundable Security Deposit	Due Date: _____	Amount: <u>\$500</u>	Method: _____
Remaining Payment (minus deposit)	Due Date: _____	Amount: _____	Method: _____
Additional Time Desired (\$100/hr)	Due Date: _____	Amount: _____	Method: _____

Other billable fees or requested/required expenses or staff costs will be quoted and detailed on separate invoices, as costs are determined or necessary. All expenses will be estimated and approved prior to being incurred.

All balances must be payable to **Williams & Bundy Properties** 60 days in advance of the event. An additional 15% late fee will be applied to remaining balances paid after 60 days prior to the event. If all balances are not paid in full 30 days prior to the event, **The Opera House Event Hall** has the right to cancel your event.

A SIGNED AGREEMENT AND DEPOSIT MUST BE RECEIVED TO RESERVE YOUR DATE AND TIMES!

I have read and understood the foregoing assumption of risk, rental fees, and rental use policy and release statement.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: _____
 Date: _____

Acknowledged, Agreed and Authorized by The Opera House Event Hall: _____
 Date: _____

Please give detailed drawing of where you would like items placed for the setup of the items we provide. You may also use www.allseated.com for your detailed layout. Create a free account, search for our venue and design layout with measurements to scale. We need your layout submitted 30 days prior to your event.

