



Weddings & Events

Renter: _____ Bride & Groom: _____
 Email Address: _____
 Mailing Address: _____
 Home Phone: _____ Cell Phone: _____
 Event Date: _____ Type of Event: _____
 Invitation Start Time: _____ Invitation End Time: _____
 Number of Guests: _____ Notes: _____

Terms & Agreements:

(Please initial where required and sign)

For valuable consideration, receipt of which is hereby acknowledged, RENTER agrees as follows:

20__ Facility Rental Pricing for events at Loft .84 for up to 150 guests:

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Monday - Thursday | \$3,000 |
| <input type="checkbox"/> Friday | \$4,500 |
| <input type="checkbox"/> Saturday | \$5,500 |
| <input type="checkbox"/> Sunday | \$4,500 |
| <input type="checkbox"/> Guest Count 150 + | <i>(Rental Fees May Apply)</i> |

- Events Mon - Thurs during the hours of 8am - 5pm are \$200 per hour with a 3 hour minimum; plus cleaning fee if applicable. (Additional Hour: \$200 ea.) _____ **(Initial)**
- Facility rental consists of 5 hour event.
- All events must end by 12:00 AM.
- The renter agrees to pay Loft .84/ CCEM Inc. \$2,000 of the facility rental as a retainer fee to secure the event requested Mon - Sun. This fee is non-refundable under any circumstances.
- (Payable to Loft .84). _____ **(Initial)**
- Loft .84/ CCEM Inc. retains the option to cancel an event should the renter fail to comply with any of the terms contained in the facility rental agreement. _____ **(Initial)**
- The Renter is reserving only the date specified in the contract. Date changes are permitted at the discretion of Loft .84. Any permitted date changes must be made 90 days prior to the original contracted date to avoid forfeiture of deposit. _____ **(Initial)**
- **Space reservation fees and all payments made, regardless of due date, are non-refundable if you cancel the function. If the event is cancelled within 90 days of the date, the full amount of all estimated charges will be due to the venue.** _____ **(Initial)**
- Facility rental consists of The Citrus Ballroom, Entry Foyer and other permitted areas.
- The Renter agrees to use invitation start time per contract.
- Vendors can arrive 4 hours prior to the invitation start time.
- The Bridal Suite and Groom's Room are for the purposes of the wedding party to have a place to dress prior to the event. It is not for use by guests, children of guests, dining purposes or babysitting.
- Loft .84/ CCEM Inc. has the authority to control the level of sound for all amplified music.
- Loft .84/ CCEM Inc. agrees to have representative on-site to give access to all vendors hired to support the event. The venue will be ready to receive guest 30 minutes prior to scheduled time. A copy of the invitation must be on file 30 days prior to the event date. _____ **(Initial)**

General Venue Agreement

- CCEM Inc. requires Renter to hire an in-house “Day of Coordinator” from our approved list to manage the day of event.
- All rehearsals are tentatively scheduled for the Thursday prior to the event. At the time of your service appointment, we will assign a time. Should a closer day be available in the 30 days prior to the event date, CCEM Inc. may make an exception.
- CCEM Inc. is not responsible for any personal items brought to or left behind in or at the venue. An additional \$25 storage fee will be charged (per day) for any items left behind.
- CCEM Inc. will require the client to hire additional approved security personnel for events with 150 or more attendees.
- Parking and a parking attendant can be secured at an additional fee. No parking is included in the facility rental.

_____ **(Initial)**

Hold Harmless Clause

- Renter shall indemnify, defend and hold harmless CCEM Inc. and its partners, agents and employees from and against any and all claims, losses, damages and expenses, including reasonable attorney fees, (unless caused solely by the gross negligence or willful misconduct of CCEM Inc.’s officers, employees, agents or contractors), arising out of or incurred in connection with (i) Renter’s or his guests use of the facility, (ii) Renter’s activities within the facility or the grounds, (iii) Renter’s or his guests failure to observe or perform any agreement or promise under his contract.

_____ **(Initial)**

Vendors

- It is the clients responsibility to ensure that all vendors providing services that utilize or modify CCEM Inc.’s facility in some way are covered by a certificate of insurance. The vendor will need to provide a certificate of insurance naming CCEM Inc. and the California Citrus State Historical Park as an additional insured for an amount of no less than \$1,000,000. The copy provided must have an endorsement of their policy as additionally insured.
- A copy must be received at the sales office 30 days prior to the event date.
- Vendors are authorized to arrive four hours before the invitation time.
- Vendors are given one hour to clean up after event end time.
- Vendors are not allowed to drink alcoholic beverages on the premises at ANY time.

_____ **(Initial)**

Catering

- CCEM Inc. recommends that you use one of our preferred catering partners for your event, but will allow catering services from outside caterers that offers provisions in which our preferred caterer does not customarily provide. CCEM Inc., at its sole discretion, will determine if the

outside caterer is adequate and capable of providing services that meet CCEM Inc.'s high standards. There will also be a \$350 surcharge for use of outside catering.

- Although CCEM Inc. is happy to assist in times of need, clients are responsible for ensuring that their contracted caterer is appropriately staffed for the number of guests in attendance. CCEM Inc. will issue fees no less than \$500 to any client who's caterer does not execute the above services resulting in the CCEM Inc. team to step in in order to adhere to the event timeline.

_____ **(Initial)**

Alcoholic Beverages

- Arrangements for alcoholic beverages must be made through our preferred bar service (whether client hosts or is supplied by our services).
- No alcoholic beverages will be served to guests under 21 or ANY hired vendors.
- Our bar attendants must man ALL bar services.
- It is our policy to close the bar 30 minutes prior to the event completion time. A "last call" announcement will be provided.

_____ **(Initial)**

Decorations

- Nothing can be taped, stapled, nailed or attached to any part of CCEM Inc. No confetti, rice or bubbles are to be used either inside to outside the property. Only freestanding décor and/ or equipment are allowed.
- All décor and/ or equipment must be removed at the end of the event. We cannot guarantee storage or the safe return of any items left on the premise after your event. It is the Renter's responsibility to return items to vendors or make arrangements for pick-up THAT day.
- Candles may be used if they are closed in proper holders and the flame is protected on all sides in the Sunkist Center only.

_____ **(Initial)**

Security Damage Deposit

- 30 days prior to event date, Renter shall provide CCEM Inc. a security deposit of \$1,000 to be held as a general damage deposit. Should damage or loss of (any or less) occur to the premises or rentals, damage will be documented and deducted from security deposit. Should the premises be left in good conditions, Renter's deposit will be returned in full within 30 days.
- Any outside alcohol while contracted with our services will automatically forfeit deposit IN FULL (refer to Bar Reference Guide).

_____ **(Initial)**

Property Damage

- Should excessive damage occur (any or greater), such items would be documented and invoiced to Renter. Payment of excessive damage is required within 30 days.
- Renter shall be solely responsible for the condition of the premises, furniture and pictures thereon and shall indemnify and hold harmless CCEM Inc. and its agents for any damages thereto.

_____ **(Initial)**

Incident Report

- Should an incident occur on CCEM Inc. premises, an incident report must be taken. We take falls, fights, or any type of incident that requires an emergency very seriously. It is crucial to report the accident/incident to a staff member or facility management when applicable. It is important to get as much information about the incident as possible, and as soon after the incident as possible. Ask the reporter to provide this in writing, or transcribe it yourself as it was told to you. Be sure to note the date and time that the report was made.

_____ **(Initial)**

Additional Cleaning

- Extensive cleaning of, but not limited to, vomit or other bodily fluids will require an additional cleaning fee per incident and will be issued to client at the conclusion of the event or deducted from security deposit.

_____ **(Initial)**

Cancellation Policy

- In the occasion of receiving a cancellation prior to the event, the client will be obligated to forfeit the entire balance paid to the venue. All cancellations or reservation changes must be made in writing and client is responsible for verifying that CCEM Inc. received the cancellation letter to avoid further balance charges.

_____ **(Initial)**

Event Insurance

- Renter must also purchase and provide and “Event Policy” certificate of insurance that covers the duration of their event (including set-up and clean-up time) for general liability and host liquor liability coverage in the amount of \$1,000,000 with CCEM Inc. named as additionally insured.

_____ **(Initial)**

Wedding Insurance

- Wedding insurance is designed to help couples handle the financial burdens of extreme weather, no-show vendors, property damage to the venue, injuries to guests, and other unexpected situations that arise during wedding rehearsals, ceremonies and receptions. With wedding insurance, both the couple’s financial investments and the venue can be protected. Wedding insurance offers two types of coverage. Couples who purchase both at the same time can save up to 15% on their premium.

_____ **(Initial)**

Reputable Insurance

- Information regarding a reputable insurance firm for such a policy, is provided by CCEM Inc. for the Renter’s convenience.
- The Renter must provide a written proof of such coverage at least 30 days prior to the event. Failure to provide the aforementioned written 30 days prior to the event is **cause for cancellation**. No refund of fees will be made.

_____ **(Initial)**

Force Majeure Clause

- In the event that either party is prevented from performing or is unable to perform any of its obligations under this Agreement (other than a payment obligation) due to any act of God, acts or decrees of governmental or military bodies, fire, casualty, flood, earthquake, war, strike, lockout, epidemic, destruction of production facilities, riot, insurrection, materials unavailable, or any other cause beyond the reasonable control of the party invoking this section, and if such party shall have used its commercially reasonable efforts to mitigate its effects, such party shall give prompt written notice to the other party, its performance shall be excused, and the time for the performance shall be extended for the period of delay or inability to perform due to such occurrences.

_____ **(Initial)**

I have read and agree to the terms outlined in this rental contract:

Signed: _____ Date: _____

Signed: _____ Date: _____

CCEM Inc. agrees to the terms outlined in this rental contract:

Signed: _____ Date: _____

(Representative of CCEM Inc.)