



Venue Rental Policy and Contract

Reservation Process

Reservations and Payment

Appointments for viewing the Campus Cafeteria, Biology Lab, AV Room, Detention Hall, and Teacher's Lounge are placed through the main office located in the Stone Event Center on the West end of Campus No. 805. Office hours are Monday-Friday 9:00 am to 4:00 pm. Appointments are preferred.

Stone Event Center
Anna-Catherine Gibson
Special Event Coordinator
2620 Clinton Avenue W
Huntsville, AL 35805
(256) 519-6212 office
(256) 479-1956 cell
stonecenter@campus805.com

To reserve a date, client must sign the Venue Rental Policy & Contract, and pay the non-refundable rental fee. **The non-refundable rental fee is 50% of the estimated venue rental.**

Invoice balance will be due three (3) days prior to event.

A final invoice will include any additional items incurred the day of the event. Invoice will be issued no later than the next business day after event. Final payment will be due upon receipt.

Cash, check and all major credit cards are accepted for payment. **A convenience fee of 3% will be added to credit cards.**

Stone Event Rental, LLC reserves the right to deny use of venue space to any person(s) if event is deemed inappropriate and inconsistent with the use and purpose of Campus No. 805.

Refundable Damage Deposit

The damage deposit of \$500 is listed on the invoice and will be returned provided the facility has been left clean and damage free. Damages include, but not limited to, any damage done to the venue space and any surrounding areas of the Stone Center, equipment and grounds. **Any decorations or items left behind will result in the forfeit of the security deposit in full.**

After the event, an inspection will be performed to determine any damage. In the event damage occurs, the client will forfeit the security deposit and agree to pay Stone Event Rental, LLC the cost of repairs exceeding the security deposit.

Rental Pricing & Amenities

Venue Space & Rates

Venue rates are available for full day or half day pricing. For best pricing, a personalized estimate will be given based on the event needs.

A desired floor plan will be finalized two (2) weeks prior to event. The options for each venue space is as follows:

- Banquet – Used for buffet or formal dining.
- Theatre – Used for large sessions that do not require tables. Convenient seating placed in rows.
- Reception – Standing social function.

Venue Space	Square Feet	Banquet	Theatre	Reception
Campus Cafeteria	7,786	392	861	1,000
Biology Lab	2,157	143	308	431
AV Room	2,002	N/A	141	N/A
Detention Hall	947	64	120	75
Teacher's Lounge	281	N/A	N/A	20

All day rental times are eight (8) hours. Half day rental times are four (4) hours. This time includes set-up, the event, clean-up, and breakdown of any vendors. Actual event time must end no later than 11:00 pm and clean –up must be completed by 12:00 am.

A specialized floor plan will be developed to ensure all code requirements are met. Some examples include, but are not limited to, combination arrangements, classroom setting, silent auctions, exhibit or vendor booths, and trade shows. **Any changes made, to include a room flip or additional setup on the day of the event, will result in additional labor charges of \$100 per hour.**

If additional set-up or break down time is needed on additional days other than your contracted event date, it must be requested in writing and will be rented to you based on availability. This includes any events that go past 12:00 am. **An additional charge of \$100 will be invoiced for every hour past 12:00am, this includes breaking down of entertainment and any outside vendors.**

Discounts

Discounts will be given to Non-Profit Organizations after proof of 501 (c)3 status is received. Multiple day and room discounts are an option; however double discounts will not be given.

Amenities & Additional Rates

For all venue spaces, the amenities included in your full day and half day rates are tables, chairs, and black tablecloths. In addition to the amenities included, each room offers the following:

- The Campus Cafeteria includes in house speakers, one microphone, podium, two data lines, two telephone lines, and wi-fi. Outside patio seating for fifty-two (52). Outside furniture will only be permitted in designated areas.
- The AV Room includes surround sound, podium, two microphones, projector, screen, data line, telephone line, and wi-fi. Lush theatre seating includes power and tablet arm for each chair.
- The Biology Lab includes three screens, data line, telephone line and wi-fi.
- The Detention Hall includes data line, telephone line and wi-fi.
- The Teacher's Lounge includes data line, telephone line, wi-fi and a 55" High Definition Television, dining table seating for six, vanity seating for eight, couch, lounge chairs, full length mirror and hanging storage.

Any additional items and furniture needed outside of the inventory listed below is the client's responsibility to order and arrange. **Client can request for Stone Event Center to order and arrange any rental deliveries for a 10% service charge of rental invoice.** The Stone Event Center does not offer any in house AV support.

<u>Furniture and Equipment</u>	<u>Inventory On Hand</u>	<u>Rental Rate</u>
60" round tables with 8 chairs to include black spandex tablecloth	38	Included
60" Round Table	38	Included
Bistro Tables	8	Included
Chairs	304	Included
6' Tables	10	Included
8' Tables	10	Included
Black Spandex 60" Round Tablecloths	24	Included
Black Spandex 6' Tablecloths	10	Included
Black Spandex 8' Tablecloths	10	Included
Black Spandex Bistro Tablecloths	8	Included
Projector	1	\$100
Projection Screen	1	\$250
Wireless Microphone	1	\$10
Black Podium	1	\$20
Pipe & Drape	8 sections (56-96 wide; 6'-10' tall) adjustable	\$10 per section
Electrical boxes – 8 outlets (16 plugs)	2	\$200 each
Power drops	Upon Request	\$40 each

Wedding Packages

Wedding packages are available for special pricing and include a rental time of ten (10) hours. With multiple rooms, available for engagement parties, rehearsal dinners, weddings and receptions, the Stone Event Center offers a unique setting and venue for the Bride and Grooms' special event. With the all-day rental of the Campus Cafeteria, the Bride will receive full use of the Teacher's Lounge, a private dressing suite and lounge. The Groom will receive full use of the Detention Hall, a separate keep away. A one-hour wedding rehearsal may be arranged on a day before the wedding, if another event is not scheduled.

Contract Packages

Contract pricing is available for businesses and organizations that have recurring monthly or quarterly events.

Marketing & Advertising

Campus No. 805 and Stone Event Rental, LLC have logos and pictures available for clients use when advertising your event. For branding and trademark purposes, there are guidelines that must be followed.

1. Location of event needs to be identified as Stone Event Center on Campus No. 805.
2. The Stone Event Center logo can be used solely.
3. The Stone Event Center logo can be used in conjunction with the Campus No. 805 logo.
4. The Campus No. 805 logo may **not** be used solely.
5. When using logos, the Style Guide must be followed.

I agree, that I have received and read the Campus No. 805 Style Guide.

Photographs of your event could be chosen for use with any pamphlets, booklets, flyers, advertising or marketing ads. Additional use may include Social Media, to include but not limited to, Facebook, Instagram, and Twitter.

Unless notified in writing, you are granting Stone Event Rental, LLC and Campus No. 805 free use of photographs taken during event.

If client has contracted a professional photographer for event, an additional photo release may be required.

Alcohol Policy

All alcoholic beverages served in the Campus Cafeteria, Biology Lab, AV Room, Detention Hall, and Teacher's Lounge, must be purchased and provided by Stone Event Rental, LLC. **Outside alcoholic beverages, including but not limited to donated alcohol, is strictly prohibited.** All events serving alcohol must comply with federal, state and local laws.

Stone Event Rental, LLC reserves the right to refuse alcohol service to any individual and to close the bar at any time.

The main bar is located inside the Campus Cafeteria. One bartender is required for every 100 guests. **Bartenders are provided for \$80 for 4 hours each.**

All beverage prices include 9% sales tax. Current bar menu available upon request.

Bar setup options are as follows:

- Cash Bar – Guests pay for their own beverages.
- Open Bar – Client pays for all beverages. No cut off amount.
- Hosted Bar – Client pays for all beverages. A cut off amount will be set by the client.
- Combination Bar – Clients pay for beer and wine. Guests pay for liquor and mixed drinks.

For open, hosted or combination bars, an 18% gratuity will be added to the final invoice.

All bars will have a last call 15 minutes prior to the end of an event. No exceptions.

Guests

Bartenders can be held criminally liable for serving alcohol to a person under the age of 21. If a guest does not have a government issued ID to prove their age, they will not be served alcohol.

Any guest under the age of 18 must be supervised by an adult at all times.

The client is responsible for the conduct and actions of invited guests while in attendance at scheduled event.

Entertainment District

Stone Event Center is included in the Butler Green Arts & Entertainment District. Hours of operation are as follows.

Thursday	5pm until 11pm
Friday/Saturday/Sunday	12pm until 11pm

Attendees can request for their beverage to be served in a specialty glass, that will allow them to leave the Stone Event Center with their beverage in hand. Before entering another tenant's space on Campus, the person must discard of their beverage.

Catering Policy

On-Site Caterer

Silver Spoon Catering is the exclusive on-site caterer for Stone Event Rental, LLC. **No outside food may be brought into the Campus Cafeteria, Biology Lab, AV Room, Detention Hall, or Teacher's Lounge.**

Menu selection will be finalized two (2) weeks prior to your event. Final headcount will be due three (3) business days before event. Any additional guests added after deadline will have a 10% charge per person.

Catering costs include all food and non-alcoholic beverages. Applicable items are taxed at the current sales tax rate. Disposable plates and utensils will incur a 10% service charge. Buffet service with china will incur a 15% service charge. Full service, plated and seated, with china, will incur a 25% service charge.

Silver Spoon Catering will be added to the Stone Event Center invoice. Any additional charges will be added to the final invoice and due upon receipt.

Facility Usage

Stone Event Rental, LLC reserves the right to approve all outside vendors, which include entertainers, photographers, florists, event planners, wedding planners, decorators, etc. Everyone must provide a Certificate of Insurance and a copy of their City of Huntsville Business License no less than two (2) weeks prior to scheduled event.

Fire Code Capacities

City, State and Federal safety and fire regulations will be enforced by Stone Event Center staff and security. Occupancy loads for each room are posted outside their respective doorways. Rental parties in violation of the fire code will be required to reduce the number of guests or will otherwise be subjected to closure.

Insurance

Client can purchase a special event liability policy but is not required.

Decorations

No nails, screws, glue, tape, staples or push pins are allowed. Gaffers tape and 3M Command Strips are permitted. Existing furniture, artwork and fixtures must remain in place.

No rice or seeds may be used indoors. No rice may be used outdoors. Seeds may be used outdoors and must be bird friendly.

Any decorations left behind shall result in forfeit of security deposit.

Small candles are allowed and must be contained. No floor or free standing candles are allowed.

Florist

Any plants or flowers used must be bug-free and leak proof.

Entertainment

The location of musical groups and disc jockeys must be approved. Stone Event Rental, LLC reserves the right to lower the sound level at any point during an event.

No Smoking and No Vaping Policy

Smoking and vaping is NOT allowed anywhere in the Stone Center, including, but not limited to: the restrooms, hallways, Campus Cafeteria, AV Room, Detention Hall, coat check and bar area. Smoking and vaping is only allowed in the designated areas *outside* the Stone Center.

Lighting

Any use of additional or theatrical lighting must be approved by the Campus Manager and installed by an insured and licensed contractor.

Deliveries

All arrangements for delivery and pick-up are to be made by the client for the day of their event(s). Deliveries must be scheduled during normal business hours and client must notify the main office. Stone Event Center employees are not able to sign on behalf of clients and we are not responsible for items delivered. **Client can request for Stone Event Center to order and arrange any rental deliveries for a 10% service charge of rental invoice. After hour deliveries, will result in a fee of \$100 per hour.**

Clean Up & Trash

The venue space being rented must be left in the same condition as prior to the event. Please remove all decorations, supplies and equipment. All trash must be bagged and placed in the trash containers provided. **Any trash remaining will result in a forfeit of the damage deposit.**

Silver Spoon Catering will remove all food and catering items.

Stone Event Rental, LLC will not be responsible for any items left at an event, or any items lost or stolen during an event.

Parking

Campus No. 805 covers thirteen (13) acres and provides parking for multiple tenants. Parking is available around the Stone Event Center. Additional parking is available behind the S.R Butler Green. Any groups larger than 300 must arrange for valet parking, shuttle or trolley service.

Client and guests assume all responsibility for their automobiles and personal property.

No vehicles are allowed on sidewalks, grassy areas, or any non-road areas.

Patio

Patio furniture will remain outside. Inside tables and chairs are not allowed outside on patio.

Smokers must use ash trays provided on patio. **Any smoking debris not cleaned will result in a \$100 deduction from damage deposit.**

Security

Security must be present for all events with bar service. Security staff must be at the scheduled event 1 hour prior to the start time and remain until the end of the event. The required vendors for security of the Stone Event Center is the use of off-duty Huntsville Police Officers or Southern Jamm Security. Stone Event Center will handle all security arrangements.

For events hosting up to 350 persons, one security officer is required. For events hosting 351 to 700 persons, two security officers are required. For events greater than 700 persons, the number of security officers required will be determined on a case-by-case basis.

Emergency

Please locate the fire extinguishers and emergency exits before scheduled event. In the event of an emergency, dial 911.

Force Majeure

Stone Event Rental, LLC reserves the right to cancel an event at any time due to circumstances beyond control including, but not limited to: acts of God, acts of terrorism, governmental authority or declared war in the United States making it illegal or impossible for the Stone Event Center to hold the event.

Agreement

By signing this Rental Contract, client acknowledges that he/she have both read, understood and agrees to comply with all terms and conditions and he/she have read the Venue Rental Policy from Stone Event Rental, LLC.

Any action brought by either party with respect to any dispute arising under or in connection with this agreement, shall be filed only in the Circuit Court of Madison County, Alabama.

Signature

Date