

# **MONTROSE EVENT CENTER TERMS AND CONDITIONS**

## **VENUE CAPACITY**

The maximum capacity of the facility is 100. Lessee agrees not to exceed this capacity.

## **CATERING, FOOD SERVICE AND KITCHEN USE**

Montrose Event Center highly recommends that you use a licensed caterer for your event. Our kitchen is production space only and is to be used for final food presentation, plating and bussing only. There is minimal refrigeration and oven space, and Montrose Event Center does not profess to commercial kitchen standards for heating and cooling foods. Dishes, glassware, silverware, etc. can be supplied by you, your caterer or Park Avenue Parties. Dishes can be scraped and rinsed in our facility, but must be washed elsewhere. We do not have a commercial dishwasher. The kitchen production space will be in a clean condition and the space must be returned to a clean condition immediately following the event.

For an additional fee, Montrose Event Center can provide sodas, water, coffee and tea service, breakfast items, and snacks. Any cooked or prepared items must be provided by a licensed caterer.

Beer and Wine Service: Our liquor license provides for beer and wine only. Bartenders are hired by the hour and the expense is passed on to you. Host alcohol (free alcohol provided by lessee) is subject to 18% gratuity, paid in advance. Lessee cannot supply and/or serve their own alcohol on our premises. Last call for alcohol is one half hour prior to the end of your event.

## **BAR SERVICE**

Montrose Event Center holds a beer and wine license only. All alcohol is provided through the facility. No outside alcohol can be brought in and consumed at this facility. No alcohol can be removed from this facility as well. We will supply our bar with the quality and types of beer and wine you prefer. We will charge you \$15 per hour for each bartender and up to two bartenders are needed with a full house.

Montrose Event Center follows all state and municipal liquor codes. Liquor will not be served to visibly intoxicated persons. Loitering of a visibly intoxicated person(s) is against the law. ID's will be checked.

## **SET-UP AND TEAR-DOWN/SITE DECORATION**

All set up and tear down must take place within the designated timeframe. All decorations, trash, plastic bags, food, boxes, etc. must be removed by the Lessee or caterer. The Lessor will have the Montrose Event Center clean upon your arrival.

Every effort will be made to allow Lessee to prepare decorations reflecting their event. No nails, screws, tape of any kind, staples or penetrating or sticky products can be used on the walls, ceiling or floors. Lessor can provide the proper products to hang decorations. No confetti or glitter is allowed in the facility. Candles are allowed only in fireproof, glass or metal holders. No other open flames are allowed.

## **ENTRY AND EXIT**

Lessee agrees that employees and staff of the Montrose Event Center may enter and exit premises during the course of the event. A staff member will be on-site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly.

## **LIVE MUSIC/DJs/NOISE**

The Montrose Event Center encourages music and dancing! However, please be aware that the facility is located near residential homes and therefore neighborhood noise regulations do apply. In the event that the Lessee's event creates a disturbance due to high noise volume, Lessor's onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at the discretion of the Lessor, Lessee 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 event costs will be refunded to Lessor. Music should not be heard beyond the boundaries of the party or by immediate neighbors. Loud music must end by 10 p.m. weeknights (Monday thru Thursday) and by 11 p.m. on weekends (Friday and Saturday).

**LOST AND FOUND**

The Lessor takes no responsibility for personal effects and possessions left on the premises during, on or after the event. We will hold recovered items for 30 days.

**IN-HOUSE AV & MUSIC SYSTEM**

We provide our music and AV system to you at a nominal charge. The Montrose Event Center Staff will set up the system, per your request.

By signing below, the lessee acknowledges that they have full read and understand all terms and conditions of this Agreement and that they will abide by all of the terms and conditions of this Agreement.

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Address:

Phone/Email:

Signature: \_\_\_\_\_