

Villa D' CoCo Event Hall Rental Agreement

This is a Rental Agreement between Villa D' CoCo Event Hall and..... for the use of the rental hall. Prices are:

- \$1,500 – Friday
- \$2,000 – Saturday
- \$1,500 – Sunday

Terms and Conditions for Reservations

1. Before entering into this Agreement, the **client** will complete and sign the Villa D' CoCo Event Hall Application for the reservation and use of the hall.
2. In order for an event to be guaranteed, Villa D' CoCo Event Hall must receive the full payment of the hall rental fee as well as a refundable \$100 security deposit at the time this Agreement is entered into. The remainder of any rental fee is required thirty days prior to the event.

Hours of Operation

Events may not last beyond **1:00 a.m.** without prior approval from the management of Villa D' CoCo Hall Rentals. This 1:00 a.m. deadline includes cleanup time. The client will be charged **\$50.00 per hour** if the event or cleanup time exceeds 1:00a.m or if it exceeds a delegated deadline previously approved by staff client is responsible for making sure guests leave the building at an appropriate time in order for client to finish clean up before the time deadline. Arrangements must be made by the client to have all rental equipment picked up and removed from the facility the **same day** as the event's time deadline unless there is prior approval. Villa D' CoCo Event Hall is not responsible for any damage or theft of any items left by the client or any guest attending the client's event.

Services Provided

1. **Staff:** Villa D' CoCo Event Hall Staff will be on duty during the entire event. The management will open the facility and provide information and direction as needed. The Staff member will not be available to serve or decorate and will not be involved in the event unless a Full Service Contract is selected.
2. **Tables, Chairs, and Hall Ground:** Such items are provided upon request and will be set up and taken down by the Event Hall. The client must provide a layout for Villa D' CoCo Event Hall. Tables and chairs are not to be taken outside by the client or any guest attending the event.
3. **Deep Cleaning:** Villa D' CoCo Event Hall will perform deep cleaning, such as mopping and vacuuming. The client must remove anything brought in by self-guests or hired vendors.
4. **Parking:** There is no cost for parking in the area surrounding Villa D' CoCo Event Hall.

Kitchen Usage

Kitchen usage is limited to preparation only as there are no resources in the kitchen or on the premises for cooking. This means that food may be assembled and may be warmed or kept warm using the warming ovens, and perishables and beverages may be chilled in the refrigerator and freezer. Ovens, refrigerators, and freezers must be thoroughly cleaned after use.

Kitchen will be used: **Yes No**

_____ **Client Initials**

Decorations

Decorations may not be fastened to the walls with thumb tacks, nails, or staples. Pushpins and masking tape are permitted but must be removed at the conclusion of the event. Candles must be **completely enclosed** in a glass or non-flammable holder. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited in the hall and on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the facility. Immediately following the completion of the function, all decorations, trash or other debris must be thrown away in the appropriate receptacles provided. Items left behind will be thrown away. **If there is a decoration the client is unsure is acceptable, they must consult with Villa D' CoCo Management.** Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair will be **deducted from the security deposit** at a minimum of **\$300**.

The **Client / Sunrise Event Center** will handle decorations. **(Circle one)**

_____ **Client Initials**

Food

All food must be prepared and brought onto the premises, and served by the client or a caterer that is designated by the client. The client or caterer will consult with Villa D' CoCo management **two days in advance** in order to confirm catering staff arrival time. A minimum of one catering staff person is required to be on duty at all times during the catered event. Villa D' CoCo Management will not provide any serving materials.

The **Client / Villa D' CoCo Event Hall** will be in charge of catering the event. **(Circle one)**

or

Event will not be catered: **Yes No**

_____ **Client Initials**

Miscellaneous Policies

1. Live animals, except for service animals, may not be brought onto the premises.
2. Client and his/her guests are restricted to the rental area.
3. Villa D' CoCo Hall will not be responsible for items left behind, before, during or after an event.
4. Villa D' CoCo Management may enter any of the rented premises at any time on any occasion.
5. Villa D' CoCo Management reserves the right to take photographs of rental Events for its own records and for use in future.
6. Client must make sure that the number of guest does not over-exceed the stated amount.
7. Damage to Building: In cases where property has been damaged or abused beyond normal wear, client will be billed for all damage and additional clean-up.

Fees, Charges and Payment Policy

An **initial deposit** consisting of **fifty percent (50%)** of the hall rental fee and a refundable **\$100 security deposit** is due at the time the client enters into this agreement. The remaining balance of the amount is due a **minimum of 30 days** prior to the event. Villa D' CoCo Hall Management accepts payments in the form of **credit card** (Visa or MasterCard) or **check** payable to "Villa D' CoCo Hall Rentals".

I agree to the terms of payment: **Yes No**

_____ **Client Initials**

Cancellation Policy

1. The client must provide a dated, written request for cancellation. Upon cancellation by client the following fee schedule will apply:
 - a. 72 hours after signing contract: \$100 administration fee deducted
 - b. 90 days prior to event: One quarter (25%) of initial deposit nonrefundable
 - c. 60 days prior to event: One half (50%) of initial deposit nonrefundable
 - d. 30 days prior to event: Total (100%) of initial deposit nonrefundable
2. No refunds will be made when the event is canceled by Villa D' CoCo Management due to the client's noncompliance with terms and conditions.

Clean-Up Responsibilities

1. Clean-up is the **client's responsibility**. The client is expected to provide sufficient supervision to minimize spillage of food and beverages on the facility floors during the rental event.
2. Any client leaving excessive trash in the main hall, kitchen, restrooms, lobby, and/or outside of doors is subject to additional charges. All or a portion of the security deposit will be withheld if the facility is not adequately cleaned, or if damage occurs.
3. Client must finish the clean-up no later than the time the client has identified as the ending time for his/her event. **The client is responsible for the following cleaning duties:**
 - a. All tables must be cleared of all items such as table linens, dishes, decorations, etc.
 - b. All trash must be placed in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the trash dumpsters located behind the building. Sunrise Event Center will provide additional trash liners if needed.
 - c. All decorations must be taken down and removed from the facility.
 - d. The client is responsible for all kitchen clean-up. The kitchen area must be thoroughly cleansed and returned to its original level of cleanliness. This includes all work areas, ovens, refrigerators, sinks and floors.

The **Client / Sunrise Event Center** will be in charge of clean up and removing decorations. **(Circle one)**

_____ **Client Initials**

Security

1. Villa D' CoCo Management may require a security staff for events in which size, program and/or nature of the program indicate such needs. The Sunrise Event Center will arrange for security to be paid for by the client.
2. The security requirement will be one security guard for every..... persons in attendance. The price for security will be \$..... per event.
3. When applicable, Villa D' CoCo Management may require adult chaperones for youth activities. A list of the chaperones must be submitted to Villa D' CoCo Management **at least ten days prior** to the event, including their addresses and phone numbers.

Smoking

Smoking is **not allowed** inside the premises of Villa D' CoCo or the event hall.

Alcoholic Beverage Policy

Villa D' CoCo Hall Rental shall abide by all laws of the State of Ghana concerning the use and serving of alcohol. Any client that wishes to have alcohol at their event must abide by the following regulations regarding alcohol use in Villa D' CoCo Hall facilities:

1. Alcoholic beverages may be consumed without a permit when there is no monetary exchange for the beverage **and** when there is no admission charge for the event.
2. In the case of monetary exchange for alcohol, a **licensed** caterer is required. Please note that the caterer's insurance only covers the alcoholic beverages, not Villa D' CoCo Management.

Alcohol will be served: **Yes No**

_____ **Client Initials**

Indemnification

User agrees to defend, indemnify and hold harmless Villa D' CoCo Management and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by Villa D' CoCo Management or its employees, arising from client's acts or omissions under this Agreement or any act or omission of client's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of client, except as may arise from the negligence or willful misconduct of Sunrise Event Center or its employees.

Villa D' CoCo Management -will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. The client will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

The client agrees to abide by this Agreement and acknowledges having received a copy thereof. The client will be held financially responsible for any damage to the Facility or equipment, which occurs through the client's meeting or event at the Facility.

By signing below, Client acknowledges that he/she has read and agrees to all above terms and conditions.

Client

Villa D' CoCo Resort

Signature _____

Signature _____

Print Name _____

Print Name _____

Date _____

Date _____

Organization _____