

Gatherings Banquet Facility Rental AND Food Service Agreement

This agreement is between _____
(Hereinafter "customer") and the Gatherings in Bellaire Banquet Center, 5206 Bissonnett, Bellaire, Texas and is effective immediately upon the signature of all parties. Customer and Gatherings Banquet Center agrees to the following:

- 1.) Customer rents the premises for Gatherings Banquet Center for the rental period at the rent set for the below, Customer is authorized to use the premises for _____ and directly related activities.
- 2.) Rent Period: _____ to _____ for the date of _____
- 3.) See attached catering worksheet which is part of the agreement.
- 4.) As used in this agreement, "premises" is the facility with a street address of 5206 Bissonnett, Bellaire, Texas. Use of parking lot is permitted for the use of the Customer's guest only.
- 5.) Customer will pay \$_____ at the time Customer signs this agreement. This amount is not refundable. Customer will pay \$250.00 refundable damage and additional clean up deposit. The remainder of the rent will be due two weeks before the rental period begins.
- 6.) Customer will make no alterations to the premises whether internal or external. Temporary signs decorations not affixed to the structure or walls are permitted. There will be no use of dangerous materials or will potentially hazardous activities be allowed. Customer is solely responsible for all property which Customer or Customer's guests bring to the premises and for all activities on the premises during the rental period, and hold the Gatherings Banquet Center harmless for any claims which arise during the rental period.
- 7.) Customer will comply with all laws and regulations in the use and operation of the premises. No minors are to be served alcohol and no illegal substances are to be tolerated on premises.
- 8.) This agreement supersedes any previous discussion between the parties and the written terms of this agreement is the only agreement between the Customer and Gatherings Banquet Center.

- 9.) Customer holds Gatherings Banquet Center harmless for any claims arising out of the use of the premises during the rental periods and during anytime which Customer or any person who is assisting, providing goods or services to, or representing Customer, is on the premises during 72 hours before or after the rental period.
- 10.) At all times at least one licensed Peace Officer will be present on the premises during the activity for which premises has been rented. Gatherings Banquet Center will be entitled to have at least two representatives on site at all times with complete access to all parts of the premises. The presence of representatives of Gatherings Banquet Center personnel shall not alter the obligation for the Customer.
- 11.) The premises cannot be sublet nor can the agreement be assigned _____.
- 12.) If alcoholic beverages are to be sold by Customer, a copy of the Alcoholic beverage Commission License must be attached to this agreement prior to the rental period.

 Bellaire Banquet Center
 Representative

 Customer

 Position of representative of
 Customer if Customer is not
 Individual.

Date _____

Date _____

Customer Name: _____

Street Address: _____

City: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Fax Number: _____

E-Mail: _____

**Gatherings Banquet Center
Catering Work Sheet**

Name: _____

Date: _____

Assignments:

Date: _____

Number of Guest: _____

Time: _____

Setup: _____

Guest Arrival: _____ Appetizers: _____ Dinner: _____

____ Servers

1 Technical Manager

1 Catering Manager

____ Bartenders

Police _____, client will pay Gatherings to provide security

Menu: _____

Setup: _____

Cost

Food _____

China (\$3/person) _____

Chair Cover (\$3.50/person) _____

Alcohol _____

Subtotal _____

Tax (.0825) _____

Gratuity (18%) _____

Total _____

Police (\$150 each) _____

Bartender (\$150 each) _____

Grand Total _____

Deposit (applied to balance) ___ \$1,000.00 ___

Damage security (\$250) \$ 250

Total deposit (\$1,000 is subtracted from total) \$ 1,250

Balance due _____

Client: _____

Date: _____

Representative: _____