

# BELL STREET GLOBAL INC.

Venue Rental Agreement 2024

**EVENT DATE:** 2024

Client(s):

Email:

Phone Number:

Mailing Address:

FOR AND IN CONSIDERATION of the mutual promises and benefits to be derived by the parties, they do hereby agree to the following:

## **Included in Venue Rental**

- A full bar and liquor license, glassware and beer cups (All beer, wine and liquor must be ordered/purchased through Bell Street Global)
- White Table linens
- Tables and chairs for up to 150 guests( You may arrange these however you like but must be returned to the original set up)
- Front patio
- Backyard lawn space
- On-site parking
- Trash and recycling receptacles
- Cleanup of the trash and venue itself
- Indoor restrooms
- Heating and cooling
- High-top tables
- Wifi

## **Venue Policies and Renters Responsibilities**

Venue Rental Times- Renter has the venue from 10:00am- 12:00am. We do have ½ day rentals available if you are looking for a great place to do your Groom's dinner and have a rehearsal. You may have until 10am the day after your event to gather any remaining personal items.

Decorations- Decorations may not be hung with tape, wire, nails or screws in the Event Center outside or any rooms at the facility which will damage the venue. No nails, tacks, or other unauthorized hanging/attachments on walls or woodwork without prior authorization. Candles are allowed as long as they are contained in glass, no open flame is allowed. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Client(s) and the venue. Bell Street Global Inc. management reserves the right to prohibit any activities or decorations that were not pre-approved.

Note: The use of birdseed, blowing bubbles and sparklers are permitted only outside for wedding and reception farewells. Rice, confetti, flower petals, balloons, glitter, silly string, and pyrotechnics, are not permitted inside or outside the facility.

Event Coordination- Michelle Rudeen is the Event Coordinator for all of your correspondence and coordinating for venue, bar and food. . If you would like further assistance with your planning and day of coordinator, there is an additional fee of \$25 per hour. We can discuss what your needs are and add this into the contract. 715-563-0323

Parking- Onsite parking is available on the south side of the facility.

Capacity- Seating inside the facility is 200. (We have chairs for 150. Any number beyond this will have to be rented by wedding party)

Smoking- Bell Street Global Inc. is a non-smoking venue. Smoking will be permitted only in designated areas outside. Any clean up related to smoking will be deducted from the damage deposit.

Music and Entertainment- Renter is responsible for any music and/or PA system for the ceremony and reception. Both live and recorded music is permitted, however the music must end by midnight to comply with local noise ordinance.

Act of Renters and Guest Behavior- Bell Street Global Inc. shall not be liable for acts of Renters or Renters' guests, resulting in, but not limited to, fire, accident, theft or any other loss or injury whatsoever. Bell Street Global Inc. reserves the right to have unruly guests removed from the grounds. Children should be in the company of adults. Bell Street Global Inc. is not responsible for any injury occurring on the property.

Photography- The facility uses live, video and still photography to promote the venue. We would also greatly appreciate your photographer sharing some of your photos with us as well!

Vendors- The facility reserves the right to approve/disapprove vendors at its own discretion. All vendors must supply a valid certificate of insurance.

Acts of God- If by reason of fire, windstorm, flood, government regulations, or any other causes beyond the control of Bell Street Global Inc., the facility becomes unavailable to open, Renters shall be entitled to a full refund of any sums paid in advance, in partial, or total payment of the event. If the event is able to continue with a change or decrease in occupancy allowed, the cancellation policy remains non-refundable. Bell Street Global Inc. shall not be liable for any loss suffered by the Renters by reason of such unavailability.

## **Catering**

Catering- There are several excellent catering companies on the island and others on the mainland. Once you decide on a caterer, please pass on that information to Bell Street. We have a contract and list of information for outside caterers. We have a 20% catering fee that will be

added to your final venue payment. This fee is based on your final catering invoice which must be provided to Bell Street Global, Inc,. This fee will not exceed \$1000.

### **Bar Service**

We require one bartender per 50 people. The fee is \$150 per bartender. This fee along with whatever special bar items you order will be due 60 days prior to your event. You as the client can choose from an open bar or cash bar.

Bar- All beverages must be supplied, arranged and prepared by Bell Street Global Inc. Neither the Renter nor their guests may bring to or remove from the premises any beverages or service ware. Liquor prices are subject to change. As the host of a private party, the Client assumes responsibility for the proper and lawful consumption of alcoholic beverages at the Property for the duration of the event described in this contract.

Bar Policies- If Renter is paying for alcohol the day of your event, a credit card number must be provided prior to any purchases. A 20% gratuity will be added to any bar tab.

No alcohol is allowed at Bell Street Global Inc. except that which has been purchased from Bell Street Global Inc. This includes any champagne, beer, or other alcohol during your rehearsal, prior to the ceremony, and during clean up.

### **Payments/ Deposits**

Venue Rental- The total cost of the rental for this event is \$ 4495.00 We will need \$2247.50 down to save the date with the remaining \$2247.50 due 90 days before your event date. The remaining agreed upon fees(bar needs, catering fee and any add-on items) will be due on or before \_\_\_\_\_ (60 days prior to the rental date). All venue and bar payments can be mailed to Bell Street Global, Inc. *PO Box 512, La Pointe WI, 54850.*

Damage Deposit- In addition to the deposit, a \$500.00 damage deposit is required with your final payment prior to your event. It is fully refundable after your event unless damage is caused, or excess cleanup is required. Bell Street Global will deduct the cost of cleanup and/or repairs from the damage deposit and will provide a list of costs with the balance (if any) within one week of the event. If damage exceeds the \$500.00 damage deposit, you are responsible for the remaining balance. The damage deposit will be returned within 15 days after the event as long as there is no damage to the facility and the venue policies have been followed.

Cancellation policy- The venue deposit is final, there are no refunds.

## Payment Summary

### Payments Due at Time of Signing the Agreement

**Venue Rental Down Payment:** The Venue Rental Down Payment of \$2247.50. (\$2247.50 now and \$2247.50 due 90 days prior to the event date.)

### Payments Due 60 days Prior to your Event Date -

**Additional Items- (Bar items, Catering fee, Grooms dinner, decorative rental items, damage deposit)**

Additional Items of - to be decided....

*All venue and bar related payments can be mailed to PO Box 512, La Pointe WI, 54850. Checks can be written out to Bell Street Global Inc.*

**THIS CONTRACT IS BINDING WHEN SIGNED. ALL DEPOSITS ARE NON-REFUNDABLE. ALL RENTAL PAYMENTS ARE DUE 60 DAYS PRIOR TO EVENT DATE AND BARTENDER FEES AND ADDITIONAL ITEMS ARE DUE 30 DAYS PRIOR TO EVENT.**

*Payments may be made via cash, check, PayPal, or credit card. PayPal and credit card payments will be charged a 3.5% service fee.*

Renter(s) or agent of a couple: Financially responsible for all the above.

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Bell Street Global Inc.:

By: \_\_\_\_\_ Date: \_\_\_\_\_