



Facility Event Space Rental Agreement

Whereas, the Lessee desires to temporarily rent, occupy, and make use of **The Benison Event Center**, facilities located at **100 South Third Street, Hamilton, Ohio**, and agrees to such rental and occupation.

Payment Plan:

The Lessee shall pay to the Benison 20% of the estimated event total as a non-refundable deposit. Upon receipt of payment, the requested date will be reserved. **There will be a \$500 fee to reschedule an event once the deposit is made. Events can only be rescheduled to a non-peak month (January- April, July, December).**

Eight weeks prior to the event, the Lessee will make the second estimated payment of 50%. **Dates cannot be changed once the second payment is received.**

A final guest count is due 4 weeks prior to the event, and the remaining balance is due three weeks prior to the event. **No refunds, due to a decrease in projected guest count, will be issued after the four-week final guest count is submitted.**

Failure to make payments will forfeit your deposit and use of the facility.

Exceptions to this policy will be made in case of a public emergency order(s).

Facilities Agreement:

The Lessee shall have access to, and use of the facilities, from 10:00 am on the date of the rental to 10:00 pm on that same rental day. *All personal property must be removed from the Benison by the end of the contracted time. Lessee shall notify the Benison of the exact times of occupancy when final payment is made. **An additional hour may be purchased for \$275.**

Facilities to include: Ballroom, Buffet Area, Bridal Suite, Grooms Quarters, Vault, Balcony, Kids Room, and Outdoor Greenspace

The Lessee is financially responsible for liabilities resulting from themselves and/or their guests, such as, but not limited to physical damages, and/or actions that result in a loss of reputation or business opportunities that the Benison may incur.

The Lessee shall indemnify and hold harmless The Benison and staff against all legal actions, which may arise from association with The Benison.

Pre-Event

- 24-hour access via email with a Consultant (guaranteed responses within 24-48 hours).
- 60 minutes of scheduled phone conversation(s) with our Consultants to discuss event details, and answer any questions.
- A Consultant will contact you approximately twelve weeks before your event to schedule a room design and event consultation.
- Brides booked during non- peak times (January- March, July, December) have the opportunity to purchase a rehearsal dinner package six months prior to your event at The Benison, pending availability. Brides booked during peak times (April, May, June, September-November) may book a rehearsal dinner package 12 weeks prior to your event at The Benison.
- The Lessee is required to set up any rental items or equipment during their contracted time. This includes but is not limited to stages, lighting, table décor, and rented linens.

Bar Agreement:

The Benison offers several bar packages for the Lessee to select. In accordance with the Ohio DOLC NO alcohol is permitted unless provided and served by The Benison Event Center. Failure to comply with Ohio DOLC laws will result in a \$500 fine, or the cancellation of your event. Your card will be kept on file in lieu of said offense, should it apply..

Furthermore, if a guest is determined intoxicated by the event manager or bartender, they will no longer be served alcohol per the State of Ohio Liquor policy. It is the Lessee's responsibility to ensure guests have proper transportation from the facility.

Last call for final alcoholic beverages will be announced 15 minutes prior to the bar closing. The bar closure is event specific, and based on your pre-arranged contracted time.

During Event

The Benison staff will cut your cake at no additional charge. The Lessee or your cake vendor is responsible for providing a box to package leftover cake. The Benison does not provide refrigeration of any type.

Post Event

All rental items must be removed from The Benison by the end of the contracted time.

Once your contracted hours are complete, the DJ will have an additional 30 minutes to breakdown and remove their equipment.

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Bride Signature/ Date

www.thebenison.com

Groom Signature/ Date

513-449-1003

CMN 5/9/22

In lieu of property damage or fines occurred during rental The Benison has my permission to charge the card on file not in excess of \$500.

Signature: _____ Card number: _____ Expiration: _____ CVV: _____ Zip: _____