



## Small Party 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 a \$350 non-refundable deposit. Upon receipt of payment, the requested date will be reserved. **There will be a \$40 fee to reschedule an event once the deposit is made. Events can only be rescheduled to non-peak months (January-April, July, and December).**

A final guest count, preferred rental hours, and final payment are due 2 weeks prior to the event date. **No refunds, due to a decrease in projected guest count, will be issued after the two-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 \_\_\_\_\_ on the date of the rental to \_\_\_\_\_ on that same rental day. \*All personal property must be removed from the Benison by the end of the contracted time. All items remaining after said time are considered donations to the Benison.

**An additional hour may be purchased for \$150.**

Facilities to include: \_\_\_\_Ballroom, \_\_\_\_Food Service Area, \_\_\_\_Vault, \_\_\_\_Balcony, \_\_\_\_Playroom, \_\_\_\_Bar, \_\_\_\_First Floor Restrooms, and \_\_\_\_Greenspace Patio. All areas requested will need to be determined with your coordinator upon the planning of your event.

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.

A Consultant will contact you approximately eight weeks before your event to schedule a room design and event consultation.

The *Lessee* is required to set up any rental items or equipment during their contracted time. This includes but is not limited to stage, 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 credit/debit card will be kept on file in lieu of said offense should it apply.

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.

Bar closure is event specific and based on your pre-arranged contracted time. Last call for your bar to close is 15 minutes prior to contracted time.

### During Event

There is no fee for The Benison Event Center to cut your cake. 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.

**Upon placing a deposit to reserve The Benison Event Center you agree to the terms above.**

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

[www.thebenison.com](http://www.thebenison.com)

513-449-1003

CMN5/1122

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: \_\_\_\_\_



### **Licensed Alternative Caterer Agreement:**

The Benison Event Center offers two in-house chefs who can customize a menu, providing diversity and an excellent food experience for you and your guests. If you choose an alternative caterer for your event there is an additional per person fee associated. The fee assessed, for the use of an alternative caterer, will be based upon the protective and operational standards set by The Benison Event Center based on Ohio Food Safe Laws.

Because The Benison Event Center operates with exceptional food safety and service standards, alternative caterers and Lessee must agree to the following:

- The caterer will provide The Benison Event Center with a valid Health Department license and proof of insurance within the week of booking your scheduled event.
- Upon the arrival of the guest caterer, said food temperatures will be checked by The Benison Event Center's event manager. Food arriving in the "food danger zone" (Ohio Food Code 3717-1-03) will not be served. Alternative arrangements will be made collectively by the Lessee and The Benison Event Center at an additional expense to the Lessee.
- Caterer's must remain on site throughout food service.
- Caterer's must serve using a staffed buffet line model; no less than three catering staff per service line. Any event exceeding 100 guests will provide a second staffed service line, in accordance with The Benison Event Center standards.
- Caterer's must arrive one hour prior to service time to ensure appropriate set up and quality standards are achieved.
- Caterer's must provide all chafing dishes, chafing stands, fuel, and serving utensils.
- Caterer's must disassemble and remove all equipment and food at the close of food service.
- Caterer's must clean the service area appropriately.

The Benison Event Center provides tables, black linens, a warmer box, and cleaning cloths for your convenience.

Guest 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guest 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caterer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes of fee accessed, service staff provided, and set up provisions:

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Zip: \_\_\_\_\_

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Zip: \_\_\_\_\_