

# VENDOR–VENDEE EVENT CONTRACT

**Location:** 630 Newton Center

**Effective Date:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**VENDOR (Venue / Service Provider):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**VENDEE (Client / Renter):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

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## 1. EVENT DETAILS

**Type of Event:** \_\_\_\_\_

**Estimated Guest Count:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_

**Event End Time:** \_\_\_\_\_

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## 2. PAYMENT TERMS

1. **Total Rental Fee:** \$ \_\_\_\_\_
2. **Deposit:** \$ \_\_\_\_\_ (non-refundable, due upon signing).
3. **Balance:** Due no later than \_\_\_\_\_ days before the event.
4. **Accepted Payments:** Cash, credit/debit, certified check, or electronic transfer.
5. **Security Deposit:** \$ \_\_\_\_\_ refundable upon satisfactory inspection.
6. **Late Payments:** Subject to a \$ \_\_\_\_\_ fee.
7. **Cleaning Fee:** A standard cleaning fee of \$ \_\_\_\_\_ is required.
  - Excessive mess, spills, or damage may result in **additional cleaning fees** at \$ \_\_\_\_\_ per hour or actual repair cost.

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## 3. SETUP & BREAKDOWN

1. **Setup Window:** Vendee may enter the venue at \_\_\_\_\_ (time).
  2. **Breakdown Window:** Vendee must be fully vacated by \_\_\_\_\_ (time).
  3. All décor, rentals, and belongings must be removed by end of breakdown time.
  4. Additional time beyond agreement is billed at \$ \_\_\_\_\_ per hour.
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## 4. ALCOHOL & DRINKING RULES

1. Alcohol service must comply with all local/state laws.
  2. **NO CASH BAR IS PERMITTED.**
    - o No selling alcohol on premises under any circumstances.
  3. All bartenders must be licensed and approved by Vendor.
  4. No underage drinking.
  5. Vendor may shut down alcohol service if safety issues arise.
  6. Alcohol must stay within the designated event area.
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## 5. DÉCOR RULES

1. No nails, screws, glue, or tape on walls without approval.
  2. Open flames require written permission.
  3. No glitter, confetti, or fog machines unless approved.
  4. Any décor damage will be taken from the security deposit.
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## 6. CLEAN-UP REQUIREMENTS

1. Vendee must leave the venue clean and orderly.
  2. Trash must be placed in designated bins or removed as instructed.
  3. All spills must be cleaned immediately.
  4. **If additional cleaning is required, Vendee will be charged the cleaning fee stated in Section 2 or additional costs based on the condition.**
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## 7. DJ & MUSIC REGULATIONS

1. DJs must supply their own equipment unless arranged otherwise.
2. Music volumes must remain within approved noise limits.

3. Music must end by \_\_\_\_\_ (time).
  4. Setup and breakdown must occur within event hours.
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## 8. BARTENDERS & CATERERS

1. All bartenders/caterers must provide proof of insurance/licensing.
  2. Vendor may remove any staff engaging in unsafe behavior.
  3. Food and beverage areas must be cleaned before breakdown.
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## 9. SECURITY REQUIREMENTS

1. Security staff may be required depending on event type or guest count.
  2. Only Vendor-approved security companies may be used.
  3. Security will enforce alcohol rules, occupancy limits, and venue safety.
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## 10. EVENT REGULATIONS

1. Vendeer is responsible for all guest behavior.
  2. No illegal activity allowed.
  3. No fighting, property damage, or unsafe behavior.
  4. Vendor may end the event immediately if safety is compromised with **no refund**.
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## 11. LIABILITY, RESPONSIBILITY & HOLD HARMLESS

1. **630 Newton Center is NOT responsible for anything that happens at the event, including but not limited to:**
  - Injuries
  - Accidents
  - Damages
  - Theft or loss of property
  - Guest misconduct
  - Vendor or contractor actions

2. **Vendee assumes full responsibility for the event and all attendees.**
  3. Vendee agrees to **indemnify, defend, and hold harmless** 630 Newton Center and its owners, employees, and agents from any claims, damages, losses, liabilities, or legal actions arising from the event.
  4. 630 Newton Center provides the venue “as-is” and makes no warranties regarding safety or condition.
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## 12. CANCELLATION POLICY

1. Cancellations must be submitted in writing.
  2. Deposit is non-refundable.
  3. No refunds for cancellations within \_\_\_\_\_ days of event date.
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## 13. ENTIRE AGREEMENT

This document represents the complete agreement. Any changes must be in writing and signed by both parties.

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## SIGNATURES

**Vendor Signature:** \_\_\_\_\_

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

**Vendee Signature:** \_\_\_\_\_

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