

THE CENTER FOR SPIRITUAL LIVING

SPECIAL EVENTS AND WEDDING CEREMONY VENUE CONTRACT

This Contract is made effective as of _____ (date) by and between The Center For Spiritual Living Center and _____ (client(s)).

The Clients represent that they desire to hold a special event or wedding on _____ (date) at the Center For Spiritual Living Center. Therefore, the parties agree as follows:

1. VENUE RENTAL FEE(S)

- a. The CLIENTS agree to pay a non-refundable SECURITY DEPOSIT of \$_____. This payment is for the use of the venue for the specified date of event / wedding and is payable at the time of contract signature. If for any reason, The Center for Spiritual Living is unable to fulfill its contractual obligation under this contract, the entire deposit will be returned with no further penalties or liabilities. In the event of a cancellation, by CLIENT(S) of this special event / wedding, this deposit will be non-refundable.
- b. A refundable DAMAGE deposit of \$250.00 (to be paid by separate check or money order, returnable to CLIENT(S) up to two (2) weeks after the event has been held once property has been inspected for any potential damage from special event or wedding.

2. DATE CHANGES

In the event the CLIENT(S) is forced to change the date of the event or wedding, every effort will be made by The Center For Spiritual Living to transfer reservations to support the new date. The CLIENT(S) agree that in the event of a date change, any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the CLIENT(S).

3. CLIENT(S) – Cancellation:

IN the event of a cancellation, SECURITY DEPOSIT IS NON-REFUNDABLE.

4. UNFORESEEN EVENTS:

THE CLIENT(S) cannot hold The Center For Spiritual Living responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities. In case of a mandatory evacuation of St. Johns County during hurricane season, The Center For Spiritual Living will allow you to reschedule if possible and/or receive a full refund of the Security Deposit. If an act of GOD were to occur preventing the event from taking place as scheduled, The Center For Spiritual Living will allow for the event / wedding to be rescheduled, pending availability, with no

penalty. Last minute cancellations within 48 hours of event date will NOT be considered for refunds.

5. FOOD & CATERING:

CLIENT(S) may have food catered. The vendor(s) and the menu must be approved by The Center for Spiritual Living. The pricing is through vendor(s) and The Center For Spiritual Living is not and will not be held liable for the decisions and actions of chosen vendor(s).

Allowable extras to be brought in by client or approved vendor(s) for food and beverage:

- ❖ Continental breakfast
 - ❖ Appetizers / Hors D' oeuvres
 - ❖ Beer and Wine Bar set-up
 - ❖ Wedding cake or desserts
 - ❖ Flowers
 - ❖ Decorations
 - ❖ No more than a Three (3) piece music ensemble
 - ❖ Own pre-recorded music
 - ❖ Cups, glasses, plates silverware (all must be disposable or brought in and removed by CLIENT(S) and / or catering company.
- a. If your event is catered, the catering company is responsible for the set-up, break-down and clean-up of the catered site.
 - b. Please allow appropriate time for set-up, break-down and clean-up.
 - c. All event trash must be disposed of in the designated areas at the conclusion of the event.
 - d. ALL vendors (food, florists, musicians, rental companies, catering) must adhere to the terms of our guidelines and it is the CLIENT(S)' responsibility to share these guidelines with the vendor(s).

6. COURTESY PROTOCOL

The Center For Spiritual Living reserves the right to request any person or group of people acting unruly and contrary to the rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

7. TENT RENTALS and PERMITS:

A special event and tent permit may be required. Our staff will assist you in filing these permits, if needed. If there is a fee, the CLIENT(S) is solely responsible to pay.

8. LIABILITY:

The CLIENT(S) cannot hold The Center For Spiritual Living, its board members, staff and volunteers liable from suit, actions, damages and expenses in connection with personal injury, illness or property damage or theft resulting from the use of any facility at The Center For Spiritual Living.

9. ENTIRE AGREEMENT:

This AGREEMENT contains the entire agreement of the parties unless otherwise noted and initialed, and there are no other promises or conditions in any other agreement whether oral or written. This AGREEMENT supersedes any prior written or oral agreements between the parties.

10. AMENDMENT:

This AGREEMENT may be modified or amended if the amendment is made in writing and is signed by both parties.

11. If any provision of this AGREEMENT shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this AGREEMENT is invalid or unenforceable, but that by limiting such provision it would be valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

12. WAIVER OF CONTRACTUAL RIGHT:

The failure of either party to enforce any provision of this AGREEMENT shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this AGREEMENT.

13. APPLICABLE LAW:

This AGREEMENT shall be governed by the laws of the State of Florida.

14. RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all EVENT PLANNERS, WEDDING COORDINATORS and VENDORS who are involved in the planning and execution of a special event or wedding on the premises of The Center For Spiritual Living venue:

- a. Event ending time: All events must end by the agreed upon time. This allows for vendors to organize for break-down and clean-up.
- b. Decorations: All decorations be removed without leaving damage. NO nailing, taping or gluing of decorations of any kind. Be kind and leave the property as you found it. If lit candles are used, we ask that you provide a glass base for each candle.
- c. No furniture may be moved unless pre-approved and a written plan with signed diagram is provided. This will be discussed with each event separately.

- d. Parking is provided for 100 cars. There is plenty of parking in the rear of the venue. Should more parking be needed, we encourage the CLIENT(S) to have shuttles for guest(s).
- e. Alcohol IS NOT allowed to be served to minors. There are NO exceptions to this rule! If at any time the staff sees / knows of a minor being served alcohol, the event will end immediately. If alcohol is being consumed to excess, the staff reserves the authority to close down all alcohol service and/or evict inebriated guests from the premises.
- f. Children are not allowed to wander the premises without the supervision of an adult. NO EXCEPTIONS.
- g. All electrical outlets on the property are available for the use by the event / wedding parties and their vendors. The parties are welcome to inspect the location and numbers of outlets prior to booking.

RENTAL CONTRACT

Reservation Process:

A rental contract must be signed as well as appropriate deposits submitted in order to confirm The Center For Spiritual Living venue.

TYPE OF FUNCTION _____

DATE OF FUNCTION _____

GROUP NAME _____

CONTACT PERSON _____

ESTIMATE NUMBER OF GUESTS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____

ALTERNATE PHONE NUMBER _____

EMAIL _____

OTHER INFORMATION THAT MAY BE DEEMED NECESSARY:

MUSIC: DJ _____ LIVE _____ VENUE SOUND SYSTEM _____

EVENT START TIME _____

EVENT END TIME _____

SET-UP TIME _____

MISCELLANEOUS COMMENTS AND INFORMATION:

By signing below, the CLIENT(S) agrees to pay for any and all damages to the interior or exterior of the venue or its furnishings resulting from actions taken by CLIENT(S), their guests or any person contracted by the CLIENT(S) for the event. The CLIENT(S) agrees to hold The Center For Spiritual Living and its employees harmless, including court costs and attorney fees, in any legal action which may result from this event.

CLIENT(S) NAME (PRINTED)

SIGNATURE

DATE

CENTER FOR SPIRITUAL LIVING (PRINTED NAME OF REPRESENTATIVE)

SIGNATURE

DATE

TO HOLD SITE:

NON-REFUNDABLE 50% DEPOSIT IN THE AMOUNT OF _____CASH_____MONEY
ORDER_____or CREDIT CARD_____

DAMAGE DEPOSIT \$250.00 PAID ON_____ CASH _____ MONEY ORDER _____
WILL BE HELD IN CASE OF DAMAGE AFTER THE EVENT

PAYMENT INFORMATION:

NAME ON CARD_____

PRINTED

CARD NUMBER_____

EXPIRATION DATE_____

SECURITY CODE_____

BILLING ZIP CODE_____

AMOUNT