

BANKquet Hall at Towne Square Arts & Business

Contract Agreement / Rental Information

Reservations: Taken by calling 567-232-1286 up to one year in advance on a first come, first served basis, unless dates are scheduled consecutively. Reservations are NOT made and confirmed until the \$100 security deposit and contract agreement are signed and received by the proprietors. Reservations are only good for the day(s) indicated on reservation form.

Rental Fees: \$350 for the entire day. If paying by ACH or check, rental fees must be received one week prior to the event unless paying with cash. Cash must be brought in exact change and is due the day of the event. Checks are to be made payable to AB Daniel Holdings, LLC. Checks returned by the bank are subject to a \$30 service charge. If paying by ACH, the customer must supply an email address to send the invoice to. There is a \$100 extra charge for early entry the night before (based on availability).

Security Deposit: The security deposit will be returned to the appropriate person within ten (10) business days following the event provided that BANKquet Hall rules are followed, and facility is left clean. Please be sure to put a good mailing address for the check to be sent back to. Violations of BANKquet Hall rules will result in forfeiture of security deposit. Damages incurred, totaling over the \$100 security deposit will be billed to the "Contact" who signed the Contract Agreement and Incident Report will be filed.

Cancellations: If a cancellation is necessary at any time, groups have the right to reschedule within a 30-day time frame from the original reservation date on a first come, first served basis with the original security deposit. If a date is not rescheduled within 30 days of the event date, the security deposit is forfeited, and a new security deposit must be made in order to secure a new date. Cancellations must be made by calling the number listed above or by emailing bankquethall@gmail.com and the cancellation must be made by the "Contact" signing the original BANKquet Hall reservation and contract. In the event the rental fee was paid in advance, it will be refunded back minus the security deposit fee. Any refunds granted will only be made payable to the "Contact" who originally secured the reservation, signed the contract agreement, and provided the payment.

Hours: Available 10:00 am to 10:00 pm, unless other arrangements have been confirmed with the proprietors. If rental is approved by proprietors after 10:00 pm, the rental rate is \$100 per hour from 10:00 pm until 12:00 am. Clean up must be completed and all occupants out by midnight.

Kitchen/Food Service: The BANKquet Hall does not provide catering. It is equipped with a service bar, an upright cooler, and a refrigerator/freezer. Catering is the renters' responsibility. We do have some recommendations of places to cater/order from.

Alcohol / Banned Substances: Alcoholic beverages may be served under the supervision and responsibility of the renter, but NOT sold. A \$100 alcohol fee will automatically be added when alcohol is served or consumed. Alcoholic beverages are permitted only inside the BANKquet Hall itself. Beer kegs may NOT be put inside the refrigerator or freezer units. Possession of alcoholic beverages are not permitted outside the building. Violators are subject to prosecution. No illegal drugs are permitted under any circumstances.

No Smoking: This is a NON-SMOKING facility. This includes all areas inside the building and near the front entrance outside the building.

Sale of Food / Beverages / Other Items: The renter may NOT sell items of any kind, unless the renter is a nonprofit organization (501c3) selling/auctioning for the purpose of raising funds to benefit the community or a charitable organization. Prior authorization and documentation will need to be obtained before the event.

Music: The BANKquet Hall is equipped with a Bluetooth sound system.

Decorations: Decorations may only be used on tables and chairs using clear tape ONLY to secure them. Thumbtacks, staples, wire, tape, nails, or any other similar mounting devices are STRICTLY PROHIBITED on artworks, walls, floors, service bar area, windows, or railing. All decorations must be completely removed, leaving no marks of any kind behind. No open flames: all candles must be contained in enclosed candleholders. NO FOG MACHINES, SIDEWALK CHALK, OR CONFETTI (on tables or elsewhere).

Clean Up: Clean-up is the renter's responsibility and must be completed by 10:00 pm unless other arrangements have been confirmed with the proprietors. Some cleaning products will be supplied. All areas must be cleaned thoroughly along with tables, chairs, spills, any human accidents (vomit, urine, feces, etc.), and all floors in the BANKquet Hall should be picked up and swept. Bring your own dish towels, rags, and sponges. They are not supplied. PLEASE LEAVE THE FACILITY CLEAN. Poor cleaning could constitute the loss of the security deposit.

Trash: All trash bags will be supplied and must be tied and removed to the dumpster out the rear door of the BANKquet Hall.

Parking: Parking is available in the city parking lot across from the building on Main Street. There is also free on-street parking.

Occupancy: Maximum of 75.

Tables & Chairs: Table and chair arrangements are the responsibility of the user. After use, all tables and chairs must be returned to their original configuration, cleaned, and decorations removed. NO standing on tables and chairs. Tables and chairs must remain inside. There are black and white table linens available to rent for \$100, this includes the cleaning fee after use.

Directions: Towne Square Arts & Business is located at 125 S. Main Street Fostoria, OH 44830 at the corner of South Main and Tiffin streets. The Fostoria Town Hall and police station is located across from the Towne Square on Tiffin Street.

Acknowledgement: User agrees to use and occupy the BANKquet Hall in a reasonable manner and shall comply with all applicable state and federal laws and all terms and conditions of this agreement. User agrees to accept full responsibility for any and all loss and expenses arising out of any liability, or claim of liability, for any injury or damages to persons or property sustained by anyone, for reason of the use or occupation of the premises under the Agreement, or by any act or omission of user or any of its officers, employees, and guest. The user shall pay for any and all damage to the property of the BANKquet Hall, or loss or theft of such property, done or caused by such persons. User agrees to hold Towne Square Arts & Business, AB Daniel Holdings, LLC and its officers from any and all loss, costs, and expenses arising out of any claim of liability as mentioned above. This agreement is not assignable. Renter should obtain insurance to provide protection from such losses or claims of liability.

CHECKS MUST BE MADE PAYABLE TO: AB DANIEL HOLDINGS, LLC