

EVENT CONTRACT

“WELCOME TO THE SHOW!”

SIDESHOW SPIRITS

CONTACT

Kip Givens

Site/Event Manager • 618-610-7712

kip@sideshowspirits.com



1630 P ST • LINCOLN, NE 68508



EVENT NAME: _____

Corporation: _____

CLIENT/Contact: _____

Primary Phone: _____

Secondary Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

DEPOSIT & FEES: A signed **contract and \$250.00 deposit** must be received to reserve your date(s) and time(s). The deposit will be applied to the minimums: **\$500 Sunday-Thursday and \$800 on Friday and Saturday**. The rental fee balance plus 20% service charge as well as applicable food and beverage charges will be added to your final bill on day of event. Additional charges may occur depending on set-up/clean-up arrangements. Please ask for specific details.

GUEST-COUNT: The CLIENT agrees to confirm a guest-count at least **10 days prior** to event. The CLIENT will be charged accordingly for food/beverages based on the confirmed guest-count even if the actual number of guests in attendance is less the day of the event. Any significant increase to the guest count is subject to approval by the Sideshow Spirits manager.

FOOD SAFETY: Safe food handling practices is our greatest priority. Removal of excess food from the property is prohibited nor is outside food or beverages allowed on site.

CANCELLATION: The deposit is **ONLY** refundable if the reservation is canceled **30+ days prior** to the event. If circumstances beyond the control of Sideshow Spirits forces event cancellation, Sideshow Spirits will refund all sums paid.

Refer to detailed terms & conditions on page 2 >>

RENTAL + 20% SERVICE FEE + FOOD & BEVERAGES

Thank you! Please make payments to:

SIDESHOW SPIRITS

1630 P STREET
LINCOLN, NE 68508

▶ ACCEPTED FORMS OF PAYMENT:

CASH & ALL MAJOR CREDIT CARDS



EVENT DATE: _____

_____ / _____ /20 _____ **START:** _____ AM PM

of guests: _____ **END:** _____ AM PM

Set-Up Time: _____ AM PM

NOTES:

▶ PAYMENT AUTHORIZATION

Upon signing, the CLIENT agrees to the terms and conditions detailed in the EVENT RENTAL CONTRACT, and gives Sideshow Spirits authorization to charge the credit card as indicated below.

- The CLIENT understands that Sideshow Spirits will charge the following credit card a **\$250.00 date-hold deposit**.
- And the credit card will remain on file for possible damages.
- The rental fee balance plus 20% service charge as well as applicable food and beverage charges will be added to your final bill on day of event. If you would like to use an alternative payment method for the remaining balance, please specify below:

Billing Address: _____

City _____ State _____ Zip _____

Billing Phone: _____

Email _____

CARD TYPE: VISA Mastercard AmExpress Discover

Cardholder Name: _____

CC # _____

Exp. Date: (MM/YYYY) _____ *CVV2 #: _____

*3 digits on back of Visa/MC or 4 digits on the front of AMEX

If the alternative method of payment is not present the day of the event, the credit card on file will be charged accordingly.

I authorize Sideshow Spirits to charge the credit card indicated in this authorization according to the terms outlined in the EVENT RENTAL CONTRACT. This payment authorization is for the event described above. I certify that I have an authorized user of the credit card. I will not dispute payment with my credit card company; so long as the transaction corresponds to the terms indicated in the EVENT RENTAL CONTRACT.

SIGNATURE


DATE

SIDESHOW SPIRITS EVENT CONTRACT

► TERMS & CONDITIONS

Review the Sideshow Spirits rental contract terms and conditions. Guest safety, proper food handling practices, and maintaining a quality facility is our top priority. The CLIENT is the responsible party.

\$250 DEPOSIT



ONLY refundable if reservation is canceled **30+ days prior** to the event.

DEPOSIT & FEES: A signed **contract and \$250.00 deposit** must be received to reserve your date(s) and time(s). The deposit will be applied to the minimums: **\$500 Sunday-Thursday and \$800 on Friday and Saturday.** The rental fee + 20% service charge + applicable food and beverage charges will be added to your final bill on the day/night of your event. No terms implied or granted and no reservation will be made until the deposit is received.



NO OUTSIDE FOOD OR BEVERAGES ALLOWED.

SET-UP / CLEAN-UP: Upon your arrival, the Sideshow Spirits facility will be clean. Please arrange with the event staff for additional set-up/clean-up time(s) outlined in the rental agreement. You are required to return the space to the same clean condition in which it was found, unless payment for clean-up was made.

LOST AND FOUND: Sideshow Spirits takes no responsibility for personal effects and possessions left on the premises during or after any event. Sideshow Spirits does maintain a lost and found where recovered items are held up to 10 days. Every attempt will be made to return found item(s) to the rightful owner.

EVENT DECORATIONS are welcome with some exclusions:

- Sideshow Spirits artwork and lighting cannot be removed.
- NO tape, nails, screws, staples, or penetrating items on walls, brick or fine wood. Any gummed backing materials must be properly removed. In extreme cases of damage, the card on file will be charged accordingly.
- NO CONFETTI or BUBBLES are allowed.
- Flame-less candles are permitted, but **ABSOLUTELY NO OPEN FLAMES OF ANY KIND.**
- Please rely on the Sideshow Spirits staff to assist with re-arranging furnishings and/or seating.

PROMOTIONS AND COPYRIGHT: Should Sideshow Spirits be engaged in the promotion or co-production of your event, it is imperative that Sideshow Spirits approve all marketing messages and communications **30+ days prior** to the event. We reserve the right to take photos of your event and use them for Sideshow Spirits marketing and promotional purposes.



SMOKING AND DRUG USE IS PROHIBITED on the Sideshow Spirits property, including the restrooms. Absolutely no drug use or smoking of any kind is tolerated within 25 feet of the building

NON-SMOKING / DRUG-FREE

including loitering or congregating outside on the sidewalk at any time during the event. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed to the CLIENT. Any guests violating the smoking restrictions will be asked to leave the premises.

CONDUCT: Disparaging remarks or physical violence will not be tolerated. The CLIENT and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Sideshow Spirits staff shall be grounds for immediate expulsion and conclusion of the rental period. In such cases, no refund of the rental fee shall be made.

CITY / COUNTY / STATE / FEDERAL LAWS: The CLIENT agrees to comply with all applicable city, county, state, and federal laws and shall conduct no illegal act(s) on the premises. The CLIENT shall not sell alcohol or serve alcohol to minors at any time.



Consumption of alcoholic beverages by a minor will result in immediate expulsion and forfeiture of the rental space and all costs/deposits.

The CLIENT agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Sideshow Spirits reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Sideshow Spirits or the safety of its staff, guests, or building contents.

LIABILITY: The CLIENT agrees to indemnify, defend, and hold Sideshow Spirits, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and /or resulting from the rental and use of the premises except when such liabilities, costs, penalties, or expenses arise out of the action or negligence of Sideshow Spirits, its employees, and/or agents.

ATTORNEY FEES: In the rare event Sideshow Spirits retains the service of an attorney to represent its interests in regard to this lease or to bring action for the recovery of damages or other charges, the CLIENT agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

Thank You!

We look forward to making your event a memorable success.

Upon signing, the CLIENT agrees to all terms and conditions.

