



## CONTRACT

LESSEE:  
ADDRESS:  
PHONE:                      PHONE:                      PHONE:  
EMAIL ADDRESS:  
HEREINAFTER REFERRED TO AS "LESSEE",

### AGREES AS FOLLOWS:

Baltimore's Best Events and CONFETTI'S, LLC ("Lessor") leases to Lessee the CONFETTI'S Event Center ("CONFETTI'S"), located at 802 Gleneagles Court, Towson, MD 21286 under the following terms and conditions:

1. Lessor shall lease to Lessee CONFETTI'S, for the date of \_\_\_\_\_. Lessee intends to use this facility for \_\_\_\_\_ (occasion) with an estimated \_\_\_\_\_ guests from \_\_\_\_\_ to \_\_\_\_\_ for the sum of \_\_\_\_\_. Included is the private room located on the premises, restroom facilities, on-site parking and all amenities included in invoice # \_\_\_\_\_. \_\_\_\_\_ (Lessee Initials)
2. Irrespective of the number of guests guaranteed, Lessee agrees to pay for any and all attendees exceeding the guaranteed count. \_\_\_\_\_ (Lessee Initials)
3. An initial save the date down payment of \$\_\_\_\_\_ must be paid to reserve the venue. This payment is applied to the venue rental rate and is not refundable. At this time the contract must be signed, and a payment plan must be established. Fifty percent (50%) of the contracted venue rental rate must be paid within 30 days of initial save the date down payment. Lessor reserves the right to adjust prices and availability if contractual agreements are not met by Lessee. Lessee's failure to timely pay shall alleviate any obligation on the part of the Lessor to perform its obligations under this contract to consider this contract null and void and to permit Lessor to pursue remedies set forth in the contract. \_\_\_\_\_ (Lessee Initials)
4. Forty percent (40%) of the contract balance must be paid within 60 days of initial save the date down payment. All monies paid are non-refundable. The remaining balance is due no later than 45 days prior to the event. Payments made less than 45 days from the event date will result in a 10% service charge on the remaining balance due. (This does not apply to additional services added after the 45-day deadline). **I authorize Baltimore's Best Events to charge my credit card for the balance due 45 days before my reserved event.** Unless otherwise specified herein, all materials are property of Baltimore's Best Events, LLC and Lessee is responsible for safe-keeping and return of all materials. \_\_\_\_\_ (Lessee Initials)

Payments Due: 120 Days Prior(20%)      90 Days Prior (20%)      \_\_\_\_\_ (Lessee Initials)

The deadline for final balance due for the event is 45 days prior to the event \_\_\_\_\_ (Lessee initials)

5. Any add on adjustments shall be paid by cash or credit card no later than **fourteen** (14) days before the event date. If there is less than seven days before the event, the add-on adjustments shall be paid by credit card or cash at the time of placing order. If account remains past due after event date an additional 1 ½% will be added each month account remains past due. \_\_\_\_\_ **(Lessee Initials)**
6. If Lessee is using specialty rental an additional labor fee may be charged for set-up, clean up, and packing.  
\_\_\_\_\_ **(Lessee Initials)**
7. This is a private function. Lessee will not hold Lessor or any of its principals, contractors, or employees liable or responsible for any accidents to persons or property caused by Lessee negligence, intentional acts, or other fault, arising out of Lessee use of Confetti's and further agree to hold the same harmless and indemnify them as to any legal action that may ensue due to Lessee fault or the fault or actions of any of Lessee guests. \_\_\_\_\_  
**(Lessee initials)**
8. Children must be closely supervised. PERSONAL SUPERVISION BY LESSEE IS ABSOLUTELY REQUIRED.  
\_\_\_\_\_ **(Lessee Initials)**
9. Catering Policy: \_\_\_\_\_ **(Lessee Initials)**
- Lessee shall be allowed to use an outside catering service for a \$75 fee. The outside caterer must be licensed and must present Baltimore's Best Events with a copy of the license and their insurance certificate. Caterer shall be responsible for setup of tables, chairs, and linens. Caterer responsible for cleanup, food preparation, and liabilities of the said catering services. Lessee agrees to protect, indemnify, defend and hold harmless Lessor from any liability or claims of whatever nature arising out of or in connection with, but not limited to the negligence, errors, omissions, actions or inactions of said caterer. BBE, LLC can provide catering services if preferred by lessee.
  - If Lessee is providing outside catering, it is the responsibility of the Lessee to setup tables, chairs, and linens. Baltimore's Best Events is available to provide this service for \$25.00.
  - Lessee shall have the option to rent and utilize commercial kitchen space for \$100 for 3 hours of use. Additional hours may be added for \$25 per hour. Lessee is responsible for cleaning the kitchen area. Lessee is responsible for the removal and disposal of all trash in the proper trash receptacles provided. Please see kitchen rental checklist for included items.
  - The Lessor must receive a final guarantee of guests **seven** days before the function, and no credit or allowance will be made for any decrease in the number served. By arrangement, the final guarantee may be increased up to **48 hours** before the function.
  - Should any food product become scarce, short supply or quality questionable the Lessor has the right to substitute menu items. No food or beverage provided by the Lessor shall be removed from the premises.
  - Third Party Vendors working at this event, if eating, will be charged regular price, less fifty percent (50% deduction)
  - Whenever a license and/or permit is required for Lessee's function, a copy of such license and/or permit must be provided to the Lessor at least **fourteen** (14) days before the event date.
  - When catering services are provided by Lessor, wait staff must be added to order. Ample time must be scheduled to serve and to clear dishes and all items pertaining to catering.
  - Under no circumstances is Food and/or Beverage provided by Lessor allowed to leave the premises.
10. Bar Policy: \_\_\_\_\_ **(Lessee Initials)**
- Beverage Service can be purchased through Lessor, or Lessee may provide alcoholic beverages to be served by bartender retained through Baltimore's Best Events. If Lessee chooses to provide alcoholic beverages, all bar essentials must be supplied at the expense of the Lessee. Lessee agrees to protect, indemnify, defend and hold harmless Lessor from any Liability or claims of whatever nature arising out of or in connections with consumption of the said beverage. Lessee, it's agents, servants, and employees shall not provide/permit guests and/or patrons alcohol when that person is under lawful age or when the person is intoxicated and his/her judgment is impaired as a consequence of alcohol consumption. It will be the duty of Lessee to prevent any guest or patron to refrain from driving a motor vehicle if that person has become legally intoxicated by definition/standard of the State of Maryland.
  - Bartender must be retained through Lessor at an hourly rate of \$45.
11. There is a Damage Waiver fee equivalent to the number of attendees with a minimum of \$65.00 which is non-refundable.

12. Cleanup & Trash Removal Policy: \_\_\_\_\_ **(Lessee Initials)**
- No affair shall be permitted to continue past the time specified without prior approval by the Lessor. The Lessor reserves the right to make reasonable additional charges for events continuing beyond the time agreed.
  - Lessee must clear items from tables and remove all personal property from the premises within 30 minutes after the contracted event end time to avoid additional cleaning charges at a rate of \$0.50 per person unless otherwise agreed upon in writing.
  - This includes any/all items inside and/or outside of CONFETTI'S. Lessee can purchase additional trash bags for \$0.50 each. Lessee understands that trash/waste removal is available for an additional charge.
  - Lessee is responsible for any specialty cleaning, disposing of, or damage, from any decorations or materials left by vendors, decorators, florists or guests including; shredded Mylar, florals, candles, and balloons, etc. If additional cleanup services are rendered there will be a cleaning fee.
13. Baltimore's Best Events, LLC. prohibits the following: \_\_\_\_\_ **(Lessee Initials)**
- Smoking inside of the building.
  - Glue, nails, screws, staples, hooks, hangers, suction cups or tape of any type on walls, floors, ceiling, tables, gazebo or any rented items used for decorating.
  - Rice, birdseed, live flower petals, silly string, loose small decorative jewels and confetti.
  - Fireworks of any type
14. Décor and Props Policy: \_\_\_\_\_ **(Lessee Initials)**
- All décor and props provided by Lessor are rental items and are property of Lessor. Items should be returned as such in the condition in which they were rented.
  - No staples, tape, nails, screws etc. may be used on any rented items. Floral wire may be used but must be removed, unless otherwise agreed to in writing.
  - Lessee agrees that if Lessee's event is booked during the month of December, the Christmas decorations indoor and outdoor will not be removed for their event unless agreed upon in writing.
  - Unless otherwise specified in writing, all décor, props, and other materials are property of CONFETTI'S and Baltimore's Best Events, LLC and Lessee is responsible for safe return of all materials.
15. All balloon décor must be provided and purchased from Baltimore's Best Events; no outside balloons or balloon vendors permitted. \_\_\_\_\_ **(Lessee Initials)**
16. Event Planning/Coordination Services Policy: \_\_\_\_\_ **(Lessee Initials)**
- We offer event planning/coordination services beyond the Initial Complimentary Consultation.
  - While I understand that the initial consultation is complimentary, Additional Event planning/coordination services (please see Event Planning/Coordination Service Description) can be provided for an additional 15% of the Invoice Total.
  - Baltimore's Best Events reserves the right to retain a portion of or the full amount of the coordination fee if the event is cancelled at the Lessee's request.
17. Event Date Change / Cancellation Policy: \_\_\_\_\_ **(Lessee Initials)**
- If lessee cancels more than 60 days prior to event, 50% of the room rental rate will be forfeited and retained by Lessor. All monies minus costs for any services rendered may be applied towards a future event at CONFETTI'S EVENT CENTER for an amount equal or greater to the previously cancelled event for up to one year from the date of the cancelled event.
  - If lessee cancels 45 days or less prior to event, all monies paid will be non-refundable.
  - Additional fees may apply for catering, entertainers, vendors, etc...
  - In the event Lessee cancels or otherwise breaches this contract; all payments made by Lessee shall be retained by the Lessor as damages. The Lessor's damages shall in no event be deemed to be less than such payments on account. Such retention of initial payments shall not relieve Lessee of any additional liability to the Lessor under this contract.
18. Adverse Weather Policy: \_\_\_\_\_ **(Lessee Initials)**
- At the discretion of Lessor, the event date may be rescheduled to the first available date within 30 days.
  - No refunds will be given.
19. Return Check Policy: \$35 check fee will be applied in the event of a returned check. \_\_\_\_\_ **(Lessee Initials)**

20 Lessee shall pay all Federal, State, Municipal and Amusement taxes, in addition to the prices previously set forth. Lessee shall comply with the requirements of all laws, orders, ordinances, and regulations of the Federal, State, County, and Municipal authorities. The Lessor shall be held harmless, and shall be indemnified by Lessee for any penalties resulting from any such violation. \_\_\_\_\_(Lessee Initials)

21. This Contract constitutes the entire agreement between the Lessee and Lessor. No oral modification thereof shall be valid or binding nor has any force or effect, including the final guarantee which the Lessee makes to the Lessor must be in writing, and shall be binding. \_\_\_\_\_(Lessee Initials)

22. The person executing this contract expressly represents that he or she is twenty-one (21) years of age or older. If under 21 years of age a co-signer over 21 years of age would need to enter into agreement. Where the Lessee is a corporation, an unincorporated association, partnership or other legal entity, this contract shall be binding on such legal entity. The person executing this contract expressly represents that he or she is authorized to execute said contract on behalf of the said organization. \_\_\_\_\_(Lessee Initials)

23. Performance of this Contract is strictly and entirely contingent upon the Lessor's ability to perform said service. The Lessor shall not be liable and shall be held harmless by Lessee for any and all claims of whatever nature or kind arising from circumstances beyond the Lessor's sole control including, but not limited to, labor disputes, strikes, acts of God, natural disasters, utility dysfunction, and restrictions upon travel, preventing same from performing said service. \_\_\_\_\_(Lessee Initials)

24. Security Deposit Policy: \_\_\_\_\_(Lessee Initials)

a. A security deposit of \$150.00 is due no later than the day before the event. The security deposit must be paid via cash.

b. Lessee shall be responsible for all damage caused to the premises as a consequence of its actions, inactions, and or negligence or the actions, inactions, or negligence of its guests, invitees, caterers, bartenders, servers, and servicers of the occasion, including damage to the premises or personal injury to Lessors' employees or contractors. Any damages/costs, incidentals, additional cleaning services incurred will be removed from the security deposit. The fee is refunded to the Lessee upon inspection completed by the Baltimore's Best Events staff.

c. The refund will be returned via cash to the Lessee during office hours within 7 business days. If refund is not picked up within 7 days a check will be mailed to the address on file.

25. Lessee hereby agrees to pay Lessor all costs and expenses incurred by Lessor in enforcing any and every provision of this agreement and/or in pursuing any remedy for default of this Contract, regardless of initiation or conclusion of any such legal proceeding said costs and expenses shall include but not be limited to, all legal costs, attorney's fees and court costs. \_\_\_\_\_(Lessee Initials)

26. Lessee must provide a signed copy of a valid credit card and driver's license to be on file for charges incurred during event. \_\_\_\_\_(Lessee Initials)

27. Lessee must submit floor plan and review invoice one week prior to event date with Lessor. \_\_\_\_\_

28. I HAVE READ AND RECEIVED A COPY OF THIS CONTRACT \_\_\_\_\_

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

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

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