



RENTAL CONTRACT

Le Fais do-do offers a wide range of services. We can coordinate and execute your entire event and work with your unique occasion as well as your specific budget. Le Fais do-do is a private family owned business and is available to all ethnic, cultural, religious, and political organizations as well as individuals for hosting an event. Feel free to contact a Le Fais do-do representative if you have any questions about the event you want to host.

Rental Conditions

Please initial each of the following sections. By initialing each of the following conditions Renter agrees to each policy and therefore agrees to abide by the rules and regulations according to this contract.

PAYMENT

Renter is responsible for any damages that occur to Le Fais do-do during the rental period. A damage deposit of two hundred and fifty dollars (\$250.00) must be paid at the time the rental application is completed. The deposit will be refunded in full following the event unless: the event is cancelled - the date is changed - the facility furnishings are damaged. The deposit will also be lost if Le Fais do-do is left in an unsatisfactory condition.

A payment of half your rental/agreement fee must be submitted with the deposit and rental application. This payment is refundable if a cancellation notice occurs at minimum ninety (90) days prior to the event. If less than a ninety (90) day notice is given the payment and deposit will not be refunded. The **only** exception to this is if you personally find a renter to take over your rental period or if Le Fais do-do is able to fill your cancelled slot. In the event Le Fais do-do is able to fill your date we will be glad to refund your payment thirty (30) days after your contracted event date. However the deposit will not be refunded.

ALL balances due must be paid in full no later than sixty (60) days prior to your event date. Failure to submit payment at that time will void the rental agreement and forfeit the deposit.

Renter will be required to provide Le Fais do-do with a one day event insurance policy where Le Fais do-do is named as an insured (unless you are using a caterer who will provide the insurance). This certificate must be submitted to Le Fais do-do ten (10) days prior to the event date.

If you are exercising the use of a promotional certificate for your rental rate, the entire rental fee and deposit are due with the signed rental application.

Le Fais do-do accepts only cash, check, or cashiers check for all payments.

_____ initial

CAPACITY

The maximum capacity for a cocktail style reception is _____ people. The maximum capacity for a seated dinner reception is _____ people. Renter must provide Le Fais do-do an approximate guest count upon signing the contract. A final guest tally is required thirty (30) days prior to the event. If your guest count grossly exceeds your contract estimate you will lose part or all of the security deposit.

_____ initial

EVENT TIME

Le Fais do-do hosts one event per day. Our facility is only available one (1) Friday and one (1) Saturday evening per month. Friday and Saturday evenings are popular so be sure to reserve your date well in advance. Fridays and Saturdays are available for daytime events throughout the month. The time allotted to an event is ten (10) hours: Three (3) hours dedicated to set-up, five (5) hours for the event, and two (2) hours reserved for clean-up. Any additional time required beyond the ten (10) hours provided in the contract will be available at an additional rate of \$150.00 per hour.

_____ initial

TIME RESTRICTIONS

We are very flexible for event timing on Monday, Tuesday, Wednesday, Sunday, and once a month on Friday and Saturday. You have ten (10) hours and can begin at your chosen time. Please keep in mind there is only one Friday and one Saturday available per month for evening events. Daytime events must end (including cleanup) by 5:30 on Fridays and by 6:30 on Thursdays and Saturdays. The contract will stipulate when an event will begin and end, and all functions are to end at the contracted time.

_____ initial

TIME OVERAGES

Overages on Monday, Tuesday, Wednesday, Sunday and once a month on Friday and Saturday are easily handled by paying the additional fee of \$150.00 per hour. The overtime option is not available for daytime events hosted on Thursday, Friday, and Saturdays. The bride and groom should plan to leave the reception 30 minutes before the event end time to ensure the space will be vacated on time on Thursday, Friday and Saturdays requiring a specific end time of 5:30 or 6:30. Alcohol bar service should end 30 minutes before the end of the event as well. This is very helpful for guests to know when the event is officially ending.

_____ initial

EVENT SPACE

Le Fais do-do's complete 8,000 square foot facility is available for your event. All areas may be used to lay out your event. We have a private suite for the bridal party including a dressing space for the bride and attendants. You will be allowed to do hair and make-up on the premises as well.

Furniture may be moved out or repositioned upon advance request.

_____ initial

SET UP

Access times to the facility for setting up, including Caterers set-up, will be stated on the contract. A written schedule including set-up time is required at least ten (10) days before the event. Le Fais do-do staff will not be responsible for the set-up of the equipment used during the event unless contracted to do so.

_____ initial

CLEAN-UP

The premises must be left in as good condition and repair as found at the beginning of the rental period. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facility and no later than the finish time stated on the contract. Le Fais do-do staff will not be responsible for the breakdown of the equipment used during the event unless contracted to do so.

_____ initial

CATERERS

All events (where food and drink are served by a caterer) must provide a copy of the caterers business license and a certificate of liability insurance, including liquor liability, in the amount of \$1,000,000. The certificate should name Le Fais do-do as an insured on the policy for the date of the event. The caterer is responsible for the setup and breakdown of all tables, chairs, and other event related equipment, including equipment provided by Le Fais do-do. Le Fais do-do representatives are not responsible for any setup or breakdown at an event unless contracted to do so.

_____ initial

OUTSIDE CATERERS

If the Renter does not select a caterer on the Le Fais do-do preferred list, the Renter will be required to provide Le Fais do-do with a one day event insurance policy where Le Fais do-do is named as an insured. This certificate must be submitted to Le Fais do-do ten (10) days prior to the event date. The Renter will clear the caterer with a Le Fais do-do representative before booking. Non-approved caterers share the same responsibilities as approved caterers.

_____ initial

FLOWERS AND DECORATIONS

Nothing is to be hung, nailed, stapled, or taped to any of the walls, ceilings, floors, or furnishings at Le Fais do-do except where designated or pre approved by a Le Fais do-do representative. Flowers in water must be in containers that will not leak. The Renter is responsible for setting up and breaking down all decorations for an event. Setup and breakdown times will be stipulated on the contract.

_____ initial

CANDLES

Candles are to be enclosed in a votive or floated in water. Any burning decoration must be approved by a Le Fais do-do representative. Caterers are permitted to use sterno for all food service requirements.

_____ initial

RENTAL EQUIPMENT

The caterer must supply all equipment to perform their duties, including items such as but not limited to trashcan liners, paper towels, and detergent. A limited number of tables and chairs will be available from Le Fais do-do.

_____ initial

DELIVERY

Rented equipment, including tables and chairs, must be delivered during designated setup time as stipulated on your contract. All rental pick-ups must be made by noon the day after the event. Rented equipment ready for pick-up will be stored in the adjacent designated warehouse area behind the event suite. Exceptions will be made for some weekend dates and holidays with proper notification to a Le Fais do-do representative.

_____ initial

DANCING AND MUSIC

Le Fais do-do has several layout and setup options. Entertainment and dance floor areas can be set-up in multiple areas depending on the size and type of function you are hosting.

_____ initial

ANIMALS

Only animals providing a medical service are allowed inside Le Fais do-do.

_____ initial

PUBLICITY

A Le Fais do-do representative must approve all publicity which names Le Fais do-do in conjunction with your event.

_____ initial

FLOOR PLAN

Renter must submit the event set-up floor plan at least thirty (30) days prior to the event. Renter will have an opportunity for a walk through to create a final floor plan 4-6 weeks prior to the event date. It is the sole responsibility of the Renter to set-up the appointment time. At this walk through the Renter may have present the coordinator, caterer, florist and all other service providers for your event.

_____ initial

SECURITY

We require security at every event. A fee of \$175.00 provides one person to assist with parking directions, handicapped guests and general event security. Some events will require more than one security person. The number of security personnel present depends on the number of guests present for your event. Each security person will receive a fee of \$175.00.

Le Fais do-do can also provide valet parking for your event. Each valet present will receive a fee of \$100.00

_____ initial

BUILDING SECURITY

Le Fais do-do is not responsible for any valuable items left in the facility. The Renter should take necessary precautions to protect valuable personal property. Do not leave items of value in your automobiles during an event. The Renter or caterer is responsible for removing all items brought in during the event. Items left at Le Fais do-do for more than 48 hours after the event are considered property of Le Fais do-do. Le Fais do-do will make every attempt to return items found after an event. If shipping an item is necessary it will be at the cost of the Renter.

_____ initial

WEDDING DRESS – HAIR – MAKEUP

Renter may not store any wedding attire overnight at Le Fais do-do. Le Fais do-do provides a private suite for the bridal party where hair and makeup can be done.

_____ initial

ALCOHOL

Renter is permitted to provide their own alcohol at Le Fais do-do as long as the Renter meets all of Le Fais do-do's requirements. The caterer must serve the alcohol at an event and provide Le Fais do-do with proof of \$1,000,000 (one million) dollar liquor liability insurance with Le Fais do-do listed on the insurance. Kegs are permitted.

Where a preferred caterer is not used the Renter is **required** to provide Le Fais do-do with a one day event insurance policy where Le Fais do-do is named as an insured for the event day. This certificate of insurance is due to Le Fais do-do ten (10) day prior to the event day. Le Fais do-do will have one wet bar area. However, bar set-up may be placed anywhere throughout the venue according to the needs of the event.

_____ initial

NO SMOKING NO EXCEPTIONS

There is no smoking ANY WHERE inside or outside of the facility.

_____ initial

REHEARSAL

Requests for rehearsal time must be indicated on the application and scheduled in advance. Rehearsal time is dependent on the availability of the facility. All rehearsals must be scheduled with a Le Fais do-do representative. We reserve the right to reschedule the rehearsal time if deemed necessary.

_____ initial

WEDDING COORDINATOR/EVENT PLANNER

We strongly recommend that the Renter hire a wedding coordinator/event planner to plan and coordinate the event. If the Renter does not hire a coordinator/planner, they must designate an individual to be Le Fais do-do's contact person on the day of the event. The contact person will be called upon to answer questions regarding the event. Le Fais do-do is available to provide the coordinating services for your event at an additional fee.

_____ initial

Le Fais do-do STAFF

Each event at Le Fais do-do will have a minimum of one staff representative on the premises. Le Fais do-do's representative will assist your vendors and service providers with basic functions of our facility. They are not responsible for set-up or clean-up of the event.

_____ initial

REFUNDS

All qualified refunds will be sent to the address of the person whose name and address appears on the contract unless the Renter requests, in writing, to send the refund to a different address and person. If any changes in address have been made, they must be sent to Le Fais do-do in writing.

_____ initial

We at Le Fais do-do appreciate the opportunity to work with you for your party and event needs.
Please feel free to contact a representative if you have any questions about your celebration.

Le Fais do-do
(fay doh doh)

Celebrating life every day!

Signature below acknowledges that you have agreed to abide by the above Le Fais do-do rules and regulations. Please be sure you have initialed each section.

| | |
|---|--|
| Renter's Name | |
| Renter's Address | |
| Renter's Contact Number | |
| 2nd Contact Number | |
| Event Date | |
| Event Start Time | |
| Event End Time | |
| Will you be requesting extended hours for your event? | |
| Approximate additional hours requested. | |
| Requested Rehearsal Date and Time | |

LIST ALL VENDORS/ SERVICE PROVIDERS

| | Name | Address | Contact Number |
|----------------------|------|---------|----------------|
| Coordinator | | | |
| Caterer | | | |
| Florist | | | |
| Entertainment | | | |
| Baker (wedding cake) | | | |
| Decorator | | | |
| Other | | | |
| Other | | | |
| Other | | | |
| Other | | | |