



Event Center Room Agreement

Room Rental Fees:

Monday – Thursday: \$400 room rental fee with a minimum of \$1,600 to be purchased on food and beverages through Winking Lizard, prior to tax and gratuity. A minimum of \$750 must be purchased on food.

Friday: Friday events ending by 4pm will have a \$400 room rental fee with a minimum of \$1,600 to be purchased on food and beverages through Winking Lizard, prior to tax and gratuity. A minimum of \$750 must be purchased on food.

Friday Evening– Sunday: \$600 room rental fee with a minimum of \$2,400 to be purchased on food and beverages through Winking Lizard, prior to tax and gratuity. A minimum of \$1,000 must be purchased on food.

If your purchases, throughout the duration of the Event, do not meet or exceed the above listed food and beverage minimums, a charge will be added to the bill in order to reach the agreed upon minimum requirement.

Corporate Meeting Space: Available Monday-Friday from 7:00am to 4:00pm. \$200 per hour room rental fee. No outside food or beverage to be brought in. Coffee/bottled water/soft drink/snack service available. Rental includes microphone, podium, projection screen, tables, chairs and WiFi.

Payment Procedures:

To confirm an event on a definite basis, we require a deposit of \$1,000 and a signed room agreement for all events except corporate meeting space bookings. A deposit of \$200 and a signed room agreement is required for corporate meeting space bookings. The deposit will be applied toward your final bill at full value. In the event of cancellation, **deposits are non-refundable.** Applicable sales tax will be added along with a gratuity of 20% calculated on the total event bill. Full payment is required at the completion of your Event. Acceptable payments include cash, all major credit cards, or company checks. No personal checks accepted.

Tax Exempt Status

Any functions which have tax exemption status, must provide a certificate of exemption from the State of Ohio before the date of the scheduled event. All payments must be paid by the organization with the exemption status either by check or credit card. Either form of payment must have the exempt organization name on it. Cash, personal checks and personal credit cards are not acceptable. This exemption only applies to the main party tab.

Room Hours:

Four (4) hours of use is included with your room rental. You are permitted to set up for your event 2 hours prior to your guest arrival time. Each event is allotted 30 minutes to breakdown and remove any decorations at the end of the event. Additional time must be pre-arranged a minimum of 30 days in advance and based upon availability. If you require additional set-up or breakdown time, there will be an additional room charge of \$150 per hour. If outside vendor deliveries need to occur during a time other than the allotted rental time, these need to be pre-arranged with your event coordinator prior to the event date and is based upon availability. Bar service will not begin until contracted event time.

Food:

All food must be provided by Winking Lizard with the exception of desserts. No fruit, dips, ice cream, or popcorn are able to be brought in. All menu prices are subject to change, without notice. If you will have guests with specific dietary restrictions, any special menu requests will need to be arranged at least two weeks prior to the event date. The staff will be unable to make additional accommodations during the event. We will do our best to accommodate their needs but all requests cannot be guaranteed. Our kitchen operations involve shared preparation and cooking areas. Individual foods may come in contact with one another during preparation. Because we have multiple sources of allergens in our shared cooking and prep areas, including common fryer oil, we are unable to guarantee that any menu item can be completely free of allergens.

_____ Please initial you have read and agree to the above terms.

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Terms of Room Agreement Continued

Beverages:

All beverages must be purchased through Winking Lizard. Absolutely no outside beverages are permitted in the event center. You are responsible for advising your invited guests of the outside beverage policy, and you will be held responsible for their compliance with this policy. If Winking Lizard observes any individuals consuming or possessing outside beverages in the event center, then Winking Lizard may, in its' sole discretion, require violators to leave the event center premises and/or immediately close the event center and require you and all of your invited guests to leave.

Security:

A security officer must be present for any Event in which 75 or more guests will be in attendance. Winking Lizard will secure the officer from the Bedford Heights Police Department and the renter is responsible to pay the officer at the conclusion of the function at a rate of \$30 per hour for the duration of the Event payable in cash.

Entertainment:

All entertainment needs approved by the event coordinator at least 3 weeks prior to the Event date. All entertainment vendors must supply their own equipment and supplies including, but not limited to, tables, cords, stands, microphone, party game supplies and speakers. Any equipment brought in by your vendors must be on wheels to avoid damage to our floors. You are responsible for relaying this policy to your vendors. A charge of \$15 per table will be added to your final party bill if we are required to provide your vendor with tables. Any set-up or space requirements needed for the entertainment vendors must be pre-arranged with your Winking Lizard event coordinator no later than 10 days prior to the Event date. All entertainment and vendor equipment is subject to manager approval. We do not allow smoke or fog machines.

Decorations

You are responsible for set up and tear down of any decorations, party favors, and centerpieces. Decorations are not able to be hung on the walls or from the ceiling. **Confetti or glitter sprinkles or balloons which contain these items are not permitted in the Event Center.** All candle centerpieces must be enclosed. Due to limited storage and liability, we are unable to store items prior to or after any event. Any items left at the conclusion of the event will be discarded.

Damage/Excessive Clean-Up

The renter is responsible for any theft or damage to the Winking Lizard's property which occurs in connection with the Event. If the Winking Lizard, in its' sole discretion, feels that excessive clean-up will be required or damages to the room have occurred, your deposit will be retained. At the completion of the Event, the staff will notate the extra items required for clean-up or damages and the party coordinator will contact you on the next business day to determine if a portion of the deposit is able to be refunded. In the event the damages surpass the room deposit, you will be responsible for paying the difference. The Winking Lizard is not responsible for any items left on the premises after the completion of the Event.

Age Policy

The Party Center is a 21 and over space. Guests under the age of 21 are permitted to attend your event if they are accompanied by a parent or legal guardian. Each under age guest must be accompanied by parent or legal guardian. In accordance with Ohio Law, no one under the age of twenty-one (21) will be permitted to consume alcoholic beverages on the premise of the Winking Lizard Party Center. Anyone found doing so will be asked to leave. Identification is required. Alcoholic beverages purchased during the Event cannot be removed from the premises.

Patio and Firepit

We ask that all guests utilize the attached covered patio for their smoking needs. Both food and beverages are able to be taken onto the patio. The patio is equipped with a gas fire pit that can be lit upon request during the event. Winking Lizard cannot be held accountable for any injuries that occur while the fire pit is in operation. The renter is responsible for any damage done to the fire pit during the event.

Audio Visual

The Winking Lizard Party Center does not have an IT staff member on site during events. You are responsible for managing your own IT needs during your event. Any audio visual needs required for your event must be arranged with your event coordinator a minimum of two weeks in advance.

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Terms of Room Agreement Continued

Date of Event _____ Time of Event _____ Type of Event _____
Name of Contact _____ Company/Organization _____
Phone (____) _____ Additional Contact # (____) _____
Address _____
Expected Guest Count _____ Email _____
Name of Second Contact _____ Phone (____) _____
Renter's Signature _____ Date ____/____/____

With the above signatures renter has read all parts of the contract and agrees to all provisions

Winking Lizard Tavern is not responsible for any Act of God that may hinder or delay the function on or during the day of your event

**Office Use only—do not complete beyond this point **

Event Center Mgmt. Signature _____ Date ____/____/____
Date Deposit Received _____ Amount _____ Ck/Cash/Visa/MC/Amex/Disc