



EVENT HALL APPLICATION

ENGINE ROOM 102
 102 East Pier Street, Port Washington, WI 53074

Event Date: _____

Event Type (Purpose) : _____

Renter Name: _____

Full Address: _____

E-mail: _____ Phone: _____

Times & Rates: Check your choice. Please note that your time frame includes setup and cleanup. **Time frames are non-negotiable.** The room is not available for setup or decoration the night before the event.

<input type="checkbox"/> Morning/Afternoon (9-3) \$350	<input type="checkbox"/> Evening (4 -11) \$350	<input type="checkbox"/> All Day (9-11) \$700
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Total Number of Guests Expected: _____ (max 80)

Current Seating Configuration Seats 50 people and Includes: five 60" round tables (each table seats eight), one 9' rectangular table (seats ten), 50 chairs, two cocktail tables, 2 buffet tables, and one gift table.

Additional tables, chairs, tablecloths or projector are available to rent at your request:

60" Round Table + eight chairs (\$40/ea.) _____

Notes or Sketch for Table Set Up:

32" Cocktail Tables (\$10/ea. Max six) _____

6' rectangular tables (\$10/ea.) _____

Tablecloths (\$50 for all rented tables) _____

Electronics (including Projector, A/V equipment) (\$40) _____

Room Fee: \$ _____

Add-ons: Extra Tables, Chairs, Tablecloths, Projector..... \$ _____

Subtotal \$ _____

(Cash or Check) TOTAL \$ _____

Online or Credit card (add 3%) \$ _____

***** PLEASE REMEMBER TO SIGN & RETURN LAST PAGE OF CONTRACT**

CANCELLATION, CHANGES AND REFUNDS: Cancellations at least 30 days before event date will be refunded at 50% or can be rescheduled. Cancellations less than 30 days before event date are non-refundable but can be rescheduled. Rescheduling must occur within 6 months and is subject to availability.

Banquet Hall use and rental agreement

This Agreement is made between Engine Room 102 LLC and the Renter in regard to use of the banquet hall located at 102 E Pier St. Port Washington, WI (date listed at signature).

The parties agree as follows: **Please read carefully to fully understand your responsibilities.**

APPLICATION AND FEES: This application and payment of rental fees to *Engine Room 102* are required. If payment is not received the event is subject to cancellation. Anyone applying for use of the Engine Room 102 hall must be at least 18 years of age. Engine Room 102 reserves the right to refuse rental of the premises for any reason, to anyone, at any time. It is understood that the customer is entering into this agreement for the purpose listed, and that any use or advertising of an event inconsistent with the purpose in this agreement will be in breach of this agreement, resulting in cancellation of this agreement without return of any monies deposited.

RESPONSIBILITIES

DECORATIONS: Renter agrees that they will not use tape of any kind, nails or staples to attach decorations to walls, ceilings, woodwork, ceiling fixtures, furniture or tables. (command hooks and fishing wire are acceptable). **NO Confetti or Glitter will be allowed inside or outside the facility.**

GROUNDS AND PROPERTY: Engine Room 102 LLC property shall not be removed from the premises. Engine Room 102 LLC reserves the right to inspect the premises during any activity. Rental includes the use of: tables and chairs, microwave, stove & fridge. Any user leaving the facility unattended will be held responsible for any damage or theft that occurs. No material or equipment, including signs, shall be attached to the Engine Room 102 Hall or its property unless approved by Engine Room 102 staff.

NO OPEN FLAMES, FLAMABLE LIQUIDS or MATERIALS MAY BE USED. (this is against municipal fire code)
*(lighted candles in closed candle holders or with globes are fine)

*** Engine Room 102 is a non-smoking facility - Smoking is allowed on the outside patio only - please use proper receptacle for butts**

PARKING. The parking lot (C3 City Lot) on the East side of the building is for your use. Cars may **NOT** park in the courtyard or on the ramp except for loading/unloading. **NO CARS ALLOWED BEYOND THE END OF THE HANDRAIL FOR ANY REASON! CARS MUST MOVE TO THE UPPER LOT ONCE UNLOADED.**

CROWD LIMITATION. The number of people in attendance shall not exceed the established capacity of 80. The recommended capacity is 70-80 seated guests. *Guest capacity is dependent on layout of tables

Courtyard: The patio area is available for use with the room, weather permitting. **Renter is requested to ensure that guests observe the city noise ordinance (NO NOISE AFTER 11PM).**

Electronics (including but not limited to a Projector, PA / electronic amplification system, computer, dvd player, speakers, etc.): Renter will be responsible for damage to any component from misuse or abuse of the system by the Renter or a guest.

KITCHEN USE: This is a "warming or staging" kitchen only and shall not be used for full preparation of meals for

guests. Caterers or Renters may use stove/oven, refrigerator, microwave & countertops for service at the event. **Serving utensils, trays, or any other equipment found in house is not intended for event usage but whatever is in the kitchen may be used as needed (please wash and replace).** Renters may bring in their own food or beverage but are responsible for making sure food meets health code specifications of 135° or higher for warm items 41° or less for cold items. Renter assumes full liability for any foodborne illness or food or drink related injuries. **Caterers:** Caterer must maintain an appropriate certificate of insurance, review and adhere to the provisions in this Agreement that pertain to caterers/kitchen use.

The sale of food or drink on the premises by renters is strictly prohibited

GROUP RESPONSIBILITY:

Engine Room 102 wants your event to be exceptional and memorable. For celebrations which include children we ask that parents supervise their children. Children should be kept from running, throwing food or other objects, standing on tables or chairs, and are **not allowed on any of the outside retaining walls. Children playing in the courtyard must have adult supervision!** The Renter using the facility is responsible for the proper conduct of everyone in attendance and the care and cleanup of the property. Renter warrants that he/she shall remain on the banquet hall premises at all times during the usage term.

*Renter has had the opportunity upon entry to inspect the premises where guests will be permitted and agrees that the premises are as safe as reasonably possible for guests. **The Renter is responsible and covenants to assume risk and liability for any accidents, injuries, losses, and foodborne illness incurred from the event by themselves or any other person on the Engine Room 102 LLC property.** Engine Room 102 LLC will not be held responsible for any loss or theft of guest's personal property during the use of the facilities.

Conduct: For the duration of the event, the Renter and its guests must abide by the Engine Room 102 LLC policies and comply with applicable regulations and laws.

Engine Room 102 has the right to refuse entry or service to and remove from the premises any person it deems to be behaving in an improper or abusive manner. Engine Room 102 reserves the right to exclude or remove any undesirable persons from the event and premises without liability.

CLEAN UP: Failure to properly cleanup will result in a \$200 additional cleanup fee.

Renter assumes responsibility for the premises and liability as stated herein during the rental period, including setup and cleanup. Any damages or **Excessive Mess** occurring will be the responsibility of the renter. Renter further agrees that if the damage fees are not paid and it is necessary to secure an attorney, the fees will be the responsibility of the renter. If damages to the facility prevent the next scheduled event(s) from occurring, Renter will also be responsible for any refundable deposits that may be demanded by future renter(s).

The event **MUST** be completed by scheduled time unless other arrangements are agreed upon by staff. All guests must be out of the building, cleanup must be completed, and all materials removed. Failure to vacate the building at the designated time may result in an additional fee of \$100/hr. The Engine Room 102 Banquet Hall ASSUMES NO responsibility for any property left in or on our premises.

- **Banquet Room:** Empty cups into sinks before placing in the trash can. You are responsible for cleaning up leakage from drinks and kegs. Kegs and coolers must be in leak proof containers. For safety and to protect the floor, any liquid spills that occur during usage of hall should be cleaned up **immediately**. A mop is provided in the closet.
- **Restroom:** Please pick up trash from the floors. Any excessive mess should be cleaned up immediately with proper cleaning supplies by the renter (cleaning supplies under kitchen sink).
- **Outdoors/Courtyard.** Please pick up all trash outside the building including cups, misc. trash, cigarette butts that were not placed in the designated container and other items left outside in the courtyard area.

● **Kitchen Area.** If you use any of our dishes, please have them washed. Have all major messes cleaned up. Please make sure everything is cleaned out of the fridge and freezer. Have all garbage placed in bags. We will remove the bags for you.

If you are unable to properly clean any mess or if there is any damage, please notify staff immediately!

Governing Law: The parties agree that any dispute shall be subject to the laws of the State of Wisconsin and that any legal action shall be brought in Ozaukee County, WI.

Alcohol Policy for Facility Rental

Per current Wisconsin law, alcohol may *not* be served or consumed on the premises unless proper licensing and compliance are obtained. As the property owner, we do not provide or hold a license and are not licensed to serve alcohol. Any alcohol on the **premises** is your responsibility in every respect, including legal compliance, vendor staffing, and liability. **By signing this agreement, the renter acknowledges that any presence or use of alcohol during the event is strictly their responsibility.**

We do not monitor or **supervise** events, and any violation of state or local laws—whether involving alcohol or otherwise—is the sole responsibility of the renter. The renter agrees to indemnify and hold harmless the venue and its owners from any claims, fines, or liabilities resulting from alcohol use or service during their event.

The Applicant agrees to follow all **rules** and regulations outlined in the Engine Room 102 LLC Rental Agreement.

No one under the age of 21 may consume alcohol. *If minors are found consuming alcohol, the event will be terminated immediately and the authorities will be called, no refunds will be made. No alcohol may be consumed in any area other than the designated area for the event. **Individuals consuming alcohol must stay within the confines of the Engine Room 102 property, being inside the banquet hall or in the courtyard.**

No alcohol can be stored at the facility before the day of the event. All alcohol must be removed immediately following the event.

The organization/individual using the facility shall be responsible for the proper conduct of persons in attendance.

*Engine Room 102 staff may at its discretion card anyone they believe may be underage and consuming alcohol.

THE SALE OF ALCOHOL IS STRICTLY PROHIBITED per STATE LAW

The parties agree to all of the terms and conditions contained herein and that any modification shall be in writing.

I HAVE READ, FULLY UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE RULES AND REGULATIONS

_____ Date _____
Renter Signature

_____ Date _____
Engine Room 102 Staff Signature