



# Event Rental Contract

Date of Inquiry: \_\_\_\_\_

## CONTACT INFORMATION (Please print)

Host's Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT INFORMATION

Date of Rental: Day(s) of Week: \_\_\_\_\_ Date(s): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of people expected to attend the event: \_\_\_\_\_

Final # due 1 week prior to the event.

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Caterer Email: \_\_\_\_\_ Food out by: \_\_\_\_\_

Event Times: (6 hrs) Setup: \_\_\_\_\_ Start: \_\_\_\_\_ Breakdown: \_\_\_\_\_

You have 6 hours to setup, host event and breakdown unless a wedding event.

Check if apply: Rehearsal \_\_\_\_\_ (half day) Wedding/Reception \_\_\_\_\_ (full day)

Extra time needed if avail: \_\_\_\_\_ (\$250 per extra part hour)

Event Contact Person: \_\_\_\_\_

This person is responsible for set up and break down of the event.

Event Contact Person's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Package Fee: \_\_\_\_\_

### FOR OFFICE USE ONLY

Fees	Amount	Payment Method	Date
Package Deposit			
Package Fee Balance			
Additional Fees			
Bar Tab (includes 20%)			
Catering Fees (includes 20%)			
Damage Fees			

CC: \_\_\_\_\_ EX \_\_\_\_\_ CVV \_\_\_\_\_ ZIP \_\_\_\_\_

**\*\*The use of glitter, confetti, birdseed, rice or sparklers are prohibited.  
Balloons also filled with glitter or confetti are prohibited.\*\***

Wedding and reception are full day setup. Times can be arranged with the Event Director.  
Rehearsal Dinner are half day setup. Times will be decided based on your event time. All other events must be setup, finished and cleaned up in a 6 hour time frame.

A 20% deposit is due with this contract to secure the date and is considered part of your total Rental Fee. Cancellations less than 60 days will not be refunded.

\*Pricing for non-profit or fundraiser events will need to be discussed with management. We strive to be able to make any event happen as long as it is feasible. Please discuss any event idea with the Event Director and we'll try to work with you on making it happen.

## BAR

All alcoholic beverages must be purchased from Jack's Waterfront Bar. Hosts and guests of events will not be permitted to bring in their own beverages. All persons must be 21 years of age, with valid identification, to be served alcoholic beverages. Visibly intoxicated persons will not be served.

Jack's will provide trained, professional bartenders, with the number determined by the Event Director, based on the nature and size of your event. A bartender is included in the Event Fee for up to 75 guests. *\*Additional fees will be charged if more bartenders are needed for an event over 75 guests at a rate of \$30 per hour, per staff.*

There are many options for our full bar:

Host Bar

Host Bar with specific items (domestic beer, house wine)

Host Bar until a pre-determined dollar amount has been reached, can be extended.

Host Bar for certain amount of time

Cash Bar

Host Bar (certain offerings on a party tab) + Cash Bar (other drinks available for guests)

Pricing:

Domestic Beer \$3,

Import Beer \$4,

Wine \$4 - \$8,

Well Drinks \$6, Call Drinks \$7, Top Shelf \$8 - \$10,

Soft Drinks \$2

\*Gratuuity of 20% will be added to a Host Bar tab.

## SECURITY/EVENT STAFF

We want to make sure all events at Jack's are safe and enjoyable for everyone involved. The Event Fee includes one staff member for the event. If the size of the event warrants more staff/security by the Event Director, an additional fee of \$30 per hour, per staff will be charged.

**Additional Fees:** Bartender over 75 guests, additional staff for large parties and additional hours required of Event Coordinator past event time + 2 hours not covered by rental fee, will be charged at \$30 per staff, per hour.

## RENTAL INFORMATION & POLICIES

CAPACITY: Indoor Facility 70 seated, 100+ cocktail (standing room)  
Outdoor Facility 100-125 cocktail or additional seating  
**\*Outdoor balcony used if weather permitting or not excessive wind**

### EVENT RENTAL AMENITIES:

Bartending staff, tables and chairs, convenient parking, event staff, fully functional bar, wireless access, stunning views, restroom facilities, linen napkins, house speakers, microphone and speaker.

## CATERING / KITCHEN

**Outside catering is permitted with a professional catering license/permit for \$1000 charge.**

**Any outside food not done by a professional caterer will have a \$500 charge.**

**A meeting must occur between Jack's Catering Chef and any outside caterer or anyone bringing food.**

Jack's does not provide dishes, kitchenware or utensils for outside caterers. Caterers must bring plates, flatware, napkins and cups if using an outside caterer. Caterers wishing to use Jack's plates and silverware must bring a dishwasher as their event staff.

An ice machine is available and may be used by caterers. All catered items must be cleared and taken away when the event is over. Caterers must bring their own carry out/to-go containers for excess food. Prep/Catering Kitchen must be left as it was found prior to the event.

Jack's catering includes, plates, napkins and silverware.

Additional staff needed for large buffets catered by Jack's will be \$30 per hour, per staff. Jack's catering will have a 20% gratuity added.

## BAND/ENTERTAINMENT

Jack's can provide a list of DJ's that are familiar with our event venue. If you choose to hire a DJ, they must provide their own equipment.

Bands are scheduled on the weekends at Jack's Waterfront Bar. Jack's will make every effort to arrange for the band's set up and sound check to take place before or after any events that take place downstairs at Jack's Waterfront Bar.

Having a band for your event will need to be discussed with management as space will be limited based on the size of the band.

## DECORATIONS

There are numerous ways in which the event space can be arranged. The Event Coordinator will be able to help you decide on the best set up. Jack's wants to make every event a special and welcoming experience. Every effort will be made to allow the host to prepare decorations reflecting their creative requirements. Jack's allows decorations to be hung on walls or from the ceiling using REMOVABLE hooks, basic scotch tape, zip ties, or fishing line. No staples, nails, pins or screws, command stripes, double sided tape or packing tape are to be used in the walls. \*See review DAMAGE POLICY section\*

Jack's has a ladder available to use during set up. All decorations, rentals, catering equipment, etc must be removed from the space at the conclusion of the event. Large items may be stored in a designated area available for pickup no later than 10am the following morning. Arrangements will need to be made in advance for temporary storage in case we have another event the following morning ready to begin their set up at 10am.

The use of glitter, confetti, birdseed, rice or sparklers are prohibited. **Balloons also filled with glitter or confetti are prohibited.** Candles are allowed but must be enclosed in a glass or metal container 3" above the flame.

## DAMAGE POLICY

The organization or individual reserving the space assumes all responsibility for damage to Jack's property and for leaving the premises in the same condition in which it was found. Damage to the facility or equipment will be billed directly to the organization or individual responsible for the room as indicated by the application signature. Any damage is to be reported immediately to a Jack's staff member. If there is any damage, breakage, theft, breach of communicated time limit or excessive clean up, the amount to cover such occurrence will be added by management to the final tab. If the cost of damage cannot be determined by the end of the event, the client will be billed for the balance.

## EVENT VENUE COORDINATOR

The day of your event a dedicated Event Coordinator will be available to provide assistance with directing caterers/vendors or suggesting best case set-up options to your personally provided Host/Event Planner for the event. This service is included in the EVENT FEE for up to 2 hours in addition to the scheduled event time. There are additional charges for additional hours at \$30 per hour. **The host is responsible for providing a vendor list, timeline, and floor and decoration plan for the event at least 2 weeks prior to the event.**

## SET-UP / BREAKDOWN

Access for set-up may begin at the half day for rehearsals and full day for weddings and receptions. Times need to be discussed with the Event Director. All other events must setup and breakdown in their 6 hour time frame. During Load-in and Load-out vehicles may pull up to the building for loading and unloading. Vehicles must be moved to a parking area upon completion.

Jack's event staff will provide trashcans, trash bags and trash removal.

## PARKING

Convenient parking is available in the 6th Street Parking Lot. Overnight parking is allowed in the lot. Street parking is available along Evans Street and 6th Street. A list of car services, Uber, Lyft and shuttles can be provided.

## EVENT DEPOSIT / PAYMENTS / CANCELLATIONS

Dates are reserved only upon receipt of contract and payment of the Event Deposit (20% of the total Rental Fee). The balance is due the day of your event.

Checks, Cash, Visa, MasterCard and American Express are accepted.

Jack's understands that plans can and do change. If there is a change of plans within 60 days prior to the scheduled event, Jack's will retain the deposit but not require any additional amount due.

Hazardous weather cancellation policy: In the case of a named storm predicted to threaten Morehead City and surrounding areas, Jack's will issue a full refund and work with you to reschedule your event.

## RULES & REGULATIONS

- **Smoking is NOT prohibited inside the building or anywhere on the premises. This includes vaping.**
- Children are welcome to attend events, however it is your responsibility to see that they are supervised. All persons under 21 years of age may NOT consume alcoholic beverages.
- Elevator is only used for Handicapped Access. Any other desired use will have to be pre-approved by the business owner.
- The event host is responsible for behavior of guests and vendors. Guests and vendors must comply with Jack's rules and regulations.
- At least one (1) of the persons that reserved the Premises must be present at all times during the function.
- No person under 21 will be allowed in the bar area on the 1st floor after 10pm.
- No fighting or other hostile activity shall be allowed at the Premises.
- Owner reserves the right to refuse admission to the Premises or remove from the Premises any person it determines to be causing a nuisance or violating these rules. This determination shall be in the sole discretion of the Manager on Duty or Owner. Guests are encouraged to bring their identification. If the manager on duty or owner feels that a person at the party is under 21 years of age without identification to prove otherwise, that guest will be marked as underage.
- No unlawful activity of any kind shall be conducted on the Premises, including but not limited to, gambling or the use of or selling drugs.
- Outside alcoholic beverages are NOT allowed to be brought on premise.
- The possession of a dangerous weapon is strictly prohibited in Jack's Waterfront Bar.
- In the event of a violation of these rules, the Owner or Manager on duty reserves the right to immediately terminate the function.
- Jack's is not responsible for any items or property belonging to guests that are lost, stolen, damaged, or destroyed while on the premises.
- Jack's does not take responsibility for personal property left on the premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

In consideration of Plan B of MHC, Inc. (the "Owner") allowing YOU, your guests, invitees, employees, agents, to occupy and use the Premises (513 Evans Street, Morehead City, NC) on the date referenced above, YOU agree to abide by the rules and regulation of OWNER regarding the use of the Premises at all times and to be responsible for the actions of YOUR guests, invitees, employees and agents on and about the Premises. YOU further agree to defend, with counsel satisfactory to the OWNER, and completely indemnify and hold OWNER forever harmless from and against any all liabilities, fines, suits, claims, demand, actions, causes of action, losses, costs (including attorneys fees), damages, judgments, expenses of any kind or character whatsoever, due to or arising out of (a) any damage to, loss, or destruction of any property arising directly or indirectly out of YOUR use of the Premises; and/or (b) any injury to any person, including death, resulting at any time, occurring in or about the Premises and arising out of, directly or indirectly, YOUR use thereof.

In the event that the OWNER is made a party to any action or proceeding in which YOU are required to defend pursuant to the provisions of this Agreement, the OWNER shall have the right to appear and take part in the action or proceeding by legal counsel of it's choice at YOUR expense.

YOU shall also completely indemnify OWNER as to all cost and expense incurred to enforce the terms, provisions, conditions and covenants of this Agreement, including but not limited to, collection of attorneys fees. YOU hereby assign the proceeds of any liability insurance policy that YOU maintain which may provide coverage to the extent necessary to pay any liabilities of OWNER resulting from YOUR use of the Premises.

YOUR indemnification obligations as contained in this Agreement shall extend to and be deemed to cover the actions of YOUR employees, agents, guests and invitees.

This, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Event Host Signature

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