

Gregory's Event Space Facility Use Agreement

Event Packages

Gregory's Event Space is a full service event facility. All catering at Gregory's Event Space is provided by Affordable Elegance Catering. All food and beverage, including alcohol, must be purchased from Affordable Elegance Catering. State of Missouri liquor laws will be strictly enforced.

Four Hour Event Package

This package includes up to a four hour event, with one hour prior and after for set-up and clean-up. Event package includes facility rental, tables, chairs, guest table linens, tableware, and linen napkins. Complete room set-up and tear down are also included.

Price: \$500

Full Day Event Package

This package includes up to a full day rental. Availability is from 9:00 a.m. – 12:00 midnight. Event package includes facility rental, tables, chairs, guest table linens, tableware, and linen napkins. Facility may be available for set up and decorating on the day prior providing that there is no scheduled event. A maximum of three hours is allowed at no additional cost. Additional time may be purchased at a price of \$125 per hour. Complete room set-up and tear down are included.

Price: \$1,200

Deposit

A \$500 deposit is required to reserve Gregory's Event Space. The deposit amount will be applied to the balance due for catering and services. The balance is due two weeks prior to the event date and is non-refundable within 90 days of the event.

General Usage Guidelines

1. Confetti, rice, glitter and birdseed are not allowed inside the facility. A cleaning fee will be assessed if violated.
2. Client will be responsible for any damage caused by his/her guests whether intentional or accidental. Affixing anything to walls, floors and ceiling with nails, staples, tape or any other substance that causes damage is not permitted.
3. The facility will be closed no later than 12:00 midnight. Client and guests must vacate the premises by 12:00 midnight. Vendors and event staff must vacate the premises by 1:00 a.m.. Clients will need to adjust their ending event time to insure that these times are adhered to. A charge of \$200 per hour, or any portion thereof, shall be charged if the facility is not cleared by 1:00 a.m.
4. Gregory's Event Space is not responsible for any property left after the event period ends.

5. Clients and guests are required to cooperate with Event staff in regard to appropriate conduct and behavior. Gregory's Event Space reserves the right to remove any guest who does not comply with the directives of our staff.

6. All catering at Gregory's Event Space is provided by Affordable Elegance Catering. All food and beverage, including alcohol, must be purchased from Affordable Elegance Catering. State of Missouri liquor laws will be strictly enforced. Any outside liquor brought into or consumed on the premises will result in the immediate conclusion of the event.

7. Clients are required to remove all equipment and belongings brought into our facility at the end of the event unless prior arrangements have been made with facility management.

Event Date _____

Access Times _____ **Event Time** _____

Client Name _____

Rental Price _____

Client Signature _____ **Date** _____

Gregory's Event Space

By _____ **Date** _____