

Annex Event Center

Contract Terms

Alcohol

Annex Event Center has a bar therefore, no alcohol can be brought into the Annex Event Center. A Bartender will be provided. All drinks will be served from behind the bar. If you request additional wait staff arrangements must be made prior to the event. Any Annex Event Center staff shall have the right to shut down the bar or any individual from further drinking if in their opinion damage or harm or injury have occurred or seems likely to occur otherwise. Any Annex Event Center staff shall have the right to shut down the bar if they observe minors being given drinks containing alcohol by an adult or they observe adults not attending to their drinks and minors attempting to or acquiring drinks containing alcohol. Annex Event Center attendees who have been drinking alcohol prior to the event will not be permitted to enter. Drinking is limited to inside the Annex Event Center.

Balcony

Children are not permitted on the balcony without adult supervision.

Clean Up

Dinning and other clean up must be arranged prior to the event unless it will be preformed by party members. The Annex Event Center will provide trash bags and or trash containers.

Damages

Damages results from activities during the event are the contracted parties responsibility.

Gifts, Decorations and Personal Affects

Please ensure that all personal items and gifts are accounted for prior to leaving the Annex Event Center. An assigned individual from the party should be asked to take charge of load up and accounting for all items belonging to the party. The Annex Event center shall not be responsible for lost items, gifts or decorations left during or after the event. If something is unaccounted notify us as soon as possible and we will make every effort to find it.

No Smoking

The Annex Event Center is a historic building and smoking is not permitted.

Cancellation Policy

Events canceled 10 days prior to the event and beyond the parties control. The Annex Event Center will strive to provide an alternate date and reschedule, will be based on open dates of availability. No monies shall be refunded if the event is cancelled. The contracted party shall not be held liable for any remaining balance still due and contract shall be considered null and void. Unless the event is cancelled, the outstanding balance of the contract must be paid within 25 days of the event. Non payment may result in a postponement or cancellation of the event. Any additional charges must be paid no later than 10 days prior to the event.

Parties agree to abide by and require their guests to comply with these rules and all future amendments, signage, and request by Annex Event Center personnel, pertaining to conduct and activities at the Annex Event Center. Failure to comply or control guests may results in your event being cancelled or terminated. Singing below indicates that the contracted party has read and understands fully and agrees to abide by all of the terms and conditions herein stated:

Contracted Party _____ **Date:** _____