



Alma Center Event Contract

1. Payment schedule

A deposit is required to guarantee the date and time for all clients utilizing the Mi Alma Center facility. There will be a **30% Nonrefundable Deposit fee** of the full amount due upon signing the contract. The deposit will go towards the payment of your final event bill unless otherwise discussed with a Banquet Manager. Alma Center LLC reserves the right to withhold all or part of the initial deposit if any substantial damages are made to the facility or outside property. The remaining balance of payment is due 14 days prior to event.

2. Terms for cancellation

If your scheduled event is canceled and is not within 30 days the result will be a forfeit of 50% balance of payment made covering your food, beverage, and room fee for your event. If the scheduled event is cancelled within 30 days or more in anticipation, you will be refunded the amount paid less 30% nonrefundable deposit listed in the item.

3. Cancellation-by-Alma Center clause

If Alma Center LLC must cancel for any unforeseeable event the client will be reimbursed for the full deposit or if the client chooses to reschedule, they will be refunded for the initial deposit.

4. Termination clause

If an event/special occasion cannot occur due to inclement weather client will be able to reschedule for the closest open date or Alma Center will reimburse the client for the initial deposit.

5. Indemnification clause

Damage: The Renting Party is responsible, and upon demand shall pay Alma Center LLC for all damage to the Hall that arises from or is related to the Renting Party's rental of the Hall. This includes but is not limited to, damage to the restrooms, tables, chairs, lights, or any other property or asset owned by Alma Center LLC

Indemnity: The Renting Party shall indemnify, defend, and hold harmless "Alma Center ", Alma Center LLC, and its officers and members against all demands,



causes of action, or any other claims made against “Alma Center LLC”, or its officers and members arising out of or related to the Renting Party’s rental of the Hall.

6. Liquor & Food

Alma Center LLC must provide all food and beverages served in our banquet facility. **No food, or beverage, alcoholic or otherwise may be brought into the public area of the banquet rooms from outside sources.** Unless approved by an Alma Center Manager. Without the manager’s approval, the responsible parties are subject to a \$500.00 fine.

Alma Center LLC Manager signature for food exception

7. Photo release clause

I hereby grant permission for Alma Center LLC or Event Designer to use photographs and/or videos of me or my event taken on _____ at 1017 Broad Street Providence, RI 02905 in publications, news releases, online, and in other communications related to the promotional purposes of Alma Center LLC and or Event Designer.

Client initials

8. Fire Safety Rules & Regulations

- If clients are providing music or will be bringing in musical equipment from outside it is the client's responsibility to connect sound equipment to a duplex receptacle designed to shut down on fire alarm activation. **Please note that providing live performances such as artists and bands are not allowed unless permitted by an Alma Center LLC manager.**
- It is the Client responsibility to incorporate a warning announcement alerting all guests of emergency exit whereabouts throughout the building.
- The use of candles, flame devices, and pyrotechnics are prohibited in the building unless specifically approved by Alma Center LLC.
- Smoking of any kind including but not limited to cigarettes, hookah, electronic smoking devices and cigars is prohibited for use within the building.



- If the client is choosing outside décor the decoration must be non-combustible and is subject to approval from the facility based on Providence Fire Dept. fire safety rules.

9. Attendance, Date & Time of Event

At the initial time of booking an event, an estimated number of attendees for the event are required along with the event date and the times for which the event will take place. All events with food and beverage require a final guaranteed attendee count no less than three business days prior to the event. This guarantee will be the minimum number for which fees and catering services will be charged. Without this guarantee, fees will be based on the original estimated attendance as the minimum. Attendance is not to exceed 250 guests unless approved otherwise by Alma Center LLC.

Type of Event _____

Date of Event

Number of Attendees

Time of event (start and end)

Client Initials

Client Name (printed) _____

Client Phone Number, Email & Address

10. Property Damage Deposit Fee and Additional Guest Fee

Alma Center LLC will reserve a \$400.00 deposit fee in case of any damage done to the property or furniture. The deposit will be refunded upon inspection of the property and are insured that no property or furniture were damaged during the event(s). If damages occurred and were greater than the deposit amount of \$400.00 the client will be responsible for paying for the remainder amount to replace/repair the furniture or property and pay for the man hours involved in repairs.



Alma Center LLC will also charge for every additional guest that was not included when given the final quote. The charge for each additional guest not included in the final quote is \$15 per guest. A credit card is required to be held on file at the time of payment or a minimum of (2) weeks prior to the event for the property damage deposit and the additional guest's fee.

Credit Card Number

Exp. Date

Security Code

Name which appears on the credit card

Billing address

By signing you are giving authorization for Alma Center LLC to charge the credit card provided to cover all property damage and any fees incurred for additional guests.

Client Signature

Date

11. Décor and set up

A timeline of 2 hours prior to event start time will be given for clients or event planners to set up and decor. Understand that Alma Center employees need enough time to leave the hall clean and restocked from any previous events. Once the event is over all décor must be taken down along with any décor furniture. Alma Center will not be held responsible for any furniture, décor, or tools left behind by the party or decorator.

12. Insurance and Licenses

Any private company that has employees and will be entering the Alma Center establishment whether to décor or cater the event will need to provide an insurance certificate showing a General Liability of \$1,000,000 per occurrence and if the company has employees, they will also need to provide a certificate for Workers Compensation listing The Alma Center as an insured. If any outside catering



companies (if approved by management) will be catering for the event, they need to provide proper licenses along with insurance certificates.

13. Extra's Clause

- a.) Sound System – \$300 - \$ _____
- b.) Special Events Lighting – \$300 - \$ _____
- c.) LED TV/Video Systems \$150.00 (LED TV only Mi Alma Center is NOT providing an operator for LED TV) \$ _____
- d.) DJ \$750.00 w/ Sound System - (DJ must bring own equipment & wires) \$ _____
- e.) Waiters and Waitresses \$25.00 per hour (ea.) ____/each x ____ hours = \$ _____
- f.) Extra Cleanup services \$175.00 \$ _____
- g.) Sound Engineer \$1,000 \$ _____
- h.) LED Screen Wall \$500 (Video needs to be provided 1 week in advance – doesn't include an operator – add \$250 for an operator to change graphics) \$ _____

NO LIVE PERFORMANCE UNLESS APPROVED BY AN ALMA CENTER MANAGER.

TOTAL EXTRA'S \$ _____

Minimum charge of \$1000.00 (10-70 guests)

Total Rental Due \$ _____

Total Extra's Clause \$ _____

Total Amount Due \$ _____

Amount of Initial Deposit \$ _____

Remaining Balance Due \$ _____

Client Signature

Date

Alma Center Manager Signature

Date