



## **ALMA CENTER LLC / AXIS EVENT GROUP LLC EVENT CONTRACT**

### **1. PAYMENT SCHEDULE**

A deposit is required to guarantee the date and time for all clients utilizing the Alma Center LLC / Axis Event Group LLC 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 / Axis Event Group 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 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 than 30% non-refundable deposit listed in the item.

### **3. CANCELLATION BY ALMA CENTER LLC / AXIS EVENT GROUP LLC CLAUSE**

If Alma Center LLC / Axis Event Group 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 / Axis Event Group 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 / Axis Event Group LLC.

Indemnity: The Renting Party shall indemnify, defend, and hold harmless "Alma Center", Alma Center LLC / Axis Event Group LLC, and its officers and members against all demands, causes of action, or any other claims made against "Alma Center LLC / Axis Event Group LLC", or its officers and members arising out of or related to the Renting Party's rental of the Hall.



## **6. LIQUOR AND FOOD**

Alma Center LLC / Axis Event Group 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 LLC / Axis Event Group LLC Manager. Without the manager's approval, the parties responsible are subject to a \$500.00 fine.

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Alma Center LLC / Axis Event Group LLC Manager signature for food exception

## **7. PHOTO RELEASE CLAUSE**

I hereby grant permission for Alma Center LLC / Axis Event Group 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 / Axis Event Group LLC and/or Event Designer.

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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 / AXIS EVENT GROUP 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 / Axis Event Group LLC.
- Confetti, Confetti Poppers and/or Confetti Balloons are prohibited at Alma Center.
- 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 beverages require a final guaranteed attendee count of 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 / Axis Event Group 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 GUESTS FEE**

Alma Center LLC / Axis Event Group 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 we 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 / Axis Event Group LLC will also charge 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 / Axis Event Group 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 SETUP**

A timeline of 3 hours prior to event start time will be given for clients or event planners to set up and decor. Understand that Alma Center LLC / Axis Event Group LLC employees need enough time to leave the hall clean and restored from any previous events. Once the event is over all décor must be taken down along with any décor furniture. Alma Center LLC / Axis Event Group LLC 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 LLC / Axis Event Group LLC 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 LLC / Axis Event Group LLC 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. EXTRAS CLAUSE**

- a.) Sound System – \$300 - \$\_\_\_\_\_
- b.) Special Events Lighting – \$300 - \$\_\_\_\_\_
- c.) LED TV/Video Systems \$150.00 (LED TV only Alma Center LLC / Axis Event Group LLC 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 LLC / AXIS EVENT GROUP LLC 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 LLC / Axis Event Manager LLC Signature

\_\_\_\_\_  
Date