

The Indigo Room

121 East H Street, Suite 101

910-292-9180

Erwin, NC 28339

The Indigo Room Rental Application and Contract

Name of Individual(s) or Organization:

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number(s): _____

Cell Phone Number(s): _____

Fax Number: _____

Email Address(s): _____

Principal Contact person or Event Coordinator (List name, telephone, & email):

Type of Event: _____

Will there be an admission fee? Yes ____ **No** ____

Time & Dates: *(If Full Weekend Rental)*

***Set Up Date:** _____ **Time(s):** _____

***Event Date:** _____ **Time(s):** _____

***Tear down Date:** _____ **Time(s):** _____

Estimated Attendance:

Set up Day: _____ **Event Day:** _____ **Tear Down Day:** _____

(Staff will meet renter at 9:00 am the morning of rental date, or if full weekend on Friday morning at 9:00 am of weekend rental; to give instructions and venue key)

Initial & Date here: _____

Page2 – The Indigo Room Rental Application and Contract

Alcoholic Beverage Present: Yes _____ No _____ (If Yes – you must have a Certified Erwin Police Officer on duty. See rules of contract for additional information)

Food Served: Yes _____ No _____

Catered: Yes _____ No _____ (If Yes – please list the name of the Catering Company with phone number and address:

Name: _____

Address: _____

Phone Number: _____

Live Music or Performers: Yes _____ No _____

Performers or DJ's Name: _____

Phone Number: _____

Rental Rates

We offer a complete weekend rental rate of \$800, starting on Friday ending on Sunday. This gives you a set-up/rehearsal day, event day, and clean-up day. Please note below our access times included in our rental package.

Friday, Saturday, & Sunday weekend rental access times:

- Friday (set-up/rehearsal day) – 9:00 AM – 10:00 PM (Lock-up)
- Saturday (Event day) – 9:00 AM – 11:00 PM End Event (Lock-up)
- Sunday (Cleanup day) – 9:00 AM – 11:00 AM (Lock-up & Vacate premises)
- There is an early access fee of \$50 if you require access before 9:00 am on event day.

Weekday Rental – Monday thru Thursday - Weekend Rental - Friday/Saturday/Sunday

- Full Day Rental \$275 (Monday thru Thursday)
- Weekend (1 day) \$400 (Friday/Saturday/Sunday)
- Weekend (2 day) \$800 (Friday & Saturday or Saturday & Sunday)
- There is an early access fee of \$50 if you require access before 9:00 am on event day.

Note: Due to The Indigo Room being in the Downtown area and noise ordinance laws, amplified music must end no later than 10:00 PM on weekdays (Sun.-Thurs.) and 11:00 PM on weekends (Fri.-Sat.).

Initial & Date here: _____

Page 3 – The Indigo Room Rental Application and Contract

Additional rental items may include but are not limited to: (please initial each additional rental requested)

Table Cloths (\$15 each) _____ (how many?) _____ (30-day advance notice to reserve)

Janitorial: Cleaning Fee (\$150) _____ (if you clean the venue after your event, you may be eligible to receive this back within 15 business days after your event; you must Sweep & Mop entire venue, put away all Tables & Chairs, clean bathrooms, and clean kitchen.)

Janitorial: Staff Cleaning Fee (\$250) _____ (Have our cleaning staff do all cleaning – you are still required to put all tables and chairs back into place)

Security Officer Fee (\$150) _____ (Required if Alcohol is served, or open bar)

Additional Viewing before rental date (\$50 per visit) _____ (Our staff will show The Indigo Room one time free before rental; and one 30-minute viewing free after rental date/deposit is received. Any additional viewings will be charged \$50 per 30 minute visit.)

We reserve the right to NOT rent the facility for any events that The Indigo Room believes to be inappropriate for the facilities or disrupt the community. All rentals are at the discretion of The Indigo Room Management and Owners.

A non-refundable rental deposit of 50% of the total rental fees is required to secure an event date, along with a signed copy of The Indigo Room Application and Contract.

Please leave all parts of the premises as found. Cleaning shall adhere to the Owner's standards. (See attached Clean-Up List Addendum for required condition upon vacating premises.)

The remaining balance of Rental fees are DUE NO LATER THAN 30 DAYS PRIOR TO YOUR SCHEDULED EVENT. If the FULL BALANCE is NOT paid in FULL 30 days prior to your event date your Rental is VOID/TERMINATED and any monies will be forfeited.

Designated time to pick up Indigo Room key and instructions will be 9:00 am on the day of the rental; unless otherwise agreed on by management 30 days prior to event day rental. A \$50 fee will be charged if the time for pick up is 12 noon or after.

Payment is to be made payable to:

Jackson Family Enterprises, LLC

111 Denim Drive

Erwin, NC 28339

Initial & Date here: _____

Page 4 – The Indigo Room Rental Application and Contract

Pet Policy: **NO PETS ALLOWED INSIDE** the Indigo Room

Smoking Policy: **NO SMOKING INSIDE** the Indigo Room

Insurance: All rentals MUST show proof of General Liability Insurance with the Indigo Room listed as additional insured; if alcohol is served during your event.

The Indigo Room Rental Includes:

- **Large Ballroom** (*guest bathrooms for men & women, fully stocked with hand soap, trash bins, toilet paper and paper towels*)
- **20 round Tables** (*you will need to furnish tablecloths if not rented from the Indigo room*)
- **120 Chairs**
- **4 - 8' Tables; 4 – 6' Tables**
- **Refrigerator w/freezer in kitchen area**

The Indigo Room Clean-Up Addendum:

- Pick up all cups, plates, silverware, etc.
- Pick up trash in parking lot in front and back of The Indigo Room
- Place trash in dumpster (out back door)
- Unplug all lights
- Clean out refrigerator & freezer, wipe down inside
- Wipe down & clean kitchen countertops, sweep & mop floor
- Wash off all tables & chairs
- Neatly stack chairs & tables- place in there storage areas (**DO NOT** roll tables or drag chairs across floors)
- Sweep off sidewalk
- Bathroom – clean toilets, sinks, counters, mirror, & mop floors
- Report any broken chairs or tables, or other damage to The Indigo room manager
- Turn off all lights and lock all doors (**back & two front doors**)

Room Rental Rate for this event: (*full day rate/full weekend rental*) \$ _____

Additional Rental Items Total for this event: (*tablecloth*) \$ _____

Cleaning Fee: (*\$150 if you clean; \$250 if you want our staff to clean*) \$ _____

Security Officer Fee: (*\$150*) \$ _____

Total Rental for this event: (*please add above four lines for total rental*) \$ _____

Initial & Date here: _____

The applicant, for him/her/self or the above organizations plus all members thereof, if applicable, have read and fully understand and, further agree, to abide by the policies and procedures as stated in the rental policy.

General instructions to Users, misrepresenting facts will jeopardize this Contract.

The applicant is fully aware that they will save, defend and hold harmless, The Indigo Room and Jackson Family Enterprises LLC and /or its members or agents from any of the aforementioned risks.

THIS CONTRACT CONSTITUTES THE SOLE, COMPLETE, AND BINDING AGREEMENT BETWEEN THE INDIGO ROOM AND THE PURCHASER/APPLICANT.

The law of the **State of North Carolina** shall govern this agreement with venue in the county of Harnett. If a party breaches this agreement, the non-breaching party shall be entitled to reasonable Attorney’s Fees, court cost, and costs of collection of any valid judgment.

I/We also swear/affirm that the above information provided is true correct to the best of my/our knowledge:

_____ **Date:** _____

Signature of Applicant and Title

Print Applicant’s Name

_____ **Date:** _____

Signature of Events Owner/Manager (The Indigo Room)

Print Owner/Manager Name (The Indigo Room)

Please drop off or mail entire signed Application/Contract with deposit to:

The Indigo Room

111 Denim Drive

Erwin, NC 28339

“Rental Deposit” to be mailed with Application and Contract