

Type of event _____ Date of event _____

Contract made by _____ Today's date _____

MKE Hall And Event Center Contract

This Rental Agreement ("Agreement") is entered into on this _____ day of _____, by and between Canel Enterprise, LLC and _____ (Client (s)). Collectively, the parties agree as follows:

Name _____

Phone Number _____ Email Address _____

1). Rental Fees

Base Rental Fee _____

- A 7.9% sales tax will be automatically added to the contract for all services provided at MKE Hall.

Rental Duration 11am-11pm, unless otherwise specified.

- At 11pm, when the event concludes, according to local ordinance, all guests must exit the venue. Only designated family members may remain to gather personal belongings and assist with basic cleanup. This includes removing decorations Client(s) bring into MKE Hall, collecting personal items and ensuring no trash or debris is left behind. A maximum of one hour will be allotted for this process. Additional time may incur extra charges.
- The client(s) is responsible for notifying MKE Hall in advance of the total number of individuals who will assisting with or attending the event.
- An additional charge of \$100.00 will apply for each extra table requested over the contract agreement.
- An additional fee of \$2000.00 will be charged for every 100 guests exceeding the agreed-upon guest count.
- The venue doors will be closed once the maximum capacity is reached, and no additional guests will be permitted to enter.
- If the client(s) wishes to extend the event beyond the standard 11:00pm reservation time, an additional fee of \$300.00 will apply. The latest allowable end time is 12:00am or 1:00am, based on prior approval or availability. The client(s) is responsible for notifying MKE Hall in advance to arrange extended hours.

Booking Deposit

Booking Event Deposit (Non-Refundable) – Client(s) agrees to deposit \$ _____

A mandatory Booking Event deposit of \$800 is required to secure your booking. This deposit is non-refundable under all circumstances, including cancellations.

This deposit serves two purposes:

- 1). Date Reservation – It guarantees your booking and prevents the venue from being offered to other clients for the same date.
- 2). Basic Coverage – It may be applied toward minor damages, additional cleaning. Overtimes use, or other incidental costs related to your event.

Please note that the Booking deposit is non-refundable under all circumstances, including cancellation by the Client(s), as it compensates for the loss of potential bookings and the administrative time spent reserving the space.

This deposit is separate from the from the final rental balance and is not returned, even if no damage occurs. This amount will go towards your balance.

Rescheduling Policy

In rare cases where a client must reschedule their event, MKE Hall will allow a one-time reschedule. All deposits and/or payments made will be transferred to the new date. However, if a client needs to reschedule more than once, all prior deposits and payments will be forfeited.

When rescheduling an event at MKE Hall, clients may not transfer their booking from an off-season date to an on-season date. Rescheduled dates must remain within the same seasonal time frame as the original booking.

2). PAYMENT TERMS AND RIGHT TO CANCEL BY MKE HALL

Client(s) agrees to pay _____ amount for the event.

Client(s) shall choose to:

1. Pay in full at the time of the booking. Total = _____
2. Pay in 1/3 or 1/2. _____ or _____
3. Make monthly payments.
Month 1 = _____ Month 2 = _____ Month 3 = _____ Month 4 = _____
Month 5 = _____ Month 6 = _____ Month 7 = _____ Month 8 = _____
Month 9 = _____ Month 10 = _____ Month 11 = _____ Month 12 = _____

The remaining balance must be paid in full no later than one week prior to your scheduled event date. Failure to make the final payment by this deadline will result in the cancellation of your event without a refund. Please note that your date has been exclusively reserved, and other client(s) have been declined for that time.

Monthly payments are due no later than the 1st or 15th of each month. Client(s) can choose the 1st or 15th as their payment date. Timely payment is required to maintain the reservation. If your payment is more than 3 days late, you'll be charged a late fee of \$50/day up to 3 days.

MKE Hall will accept Cash, Cash App, Certified Checks and Credit Card. MKE Hall reserves the right to charge a fee of (\$100) for any returned check(s).

Deposits and Payment Policies:

Security Deposit

A \$1000 security deposit is required in the form of a cashier's check or money order. This deposit is held to cover any potential damage to the hall, property, or equipment. This deposit will be due no later than 2 weeks prior to the event.

3). Damages and Liability Clause

The Client(s) shall be fully responsible for all damage to MKE Hall or its property that occurred during the rental period, including but not limited to damage caused by the Client(s), their guests, vendors, contractors, or any other parties attending the event. This includes, but is not limited to, damage to floors, walls, ceilings, furniture, fixtures, equipment, landscaping, and any other part of the facility.

A pre-event and post-event inspection will be conducted by MKE Hall staff. Any damage found during the post-event inspection will be documented with photos and communicated to the Client(s) within 3 business days following the event.

The Client(s) agrees to pay the full cost of repair or replacement for any damage within 10 business days of receiving an itemized invoice. If a security deposit was collected, it may be applied toward the cost of such damage. If the cost of repairs exceeds the deposit amount, the Client(s) shall remain responsible for the remaining balance.

Failure to pay for damages may result in legal action, and the Client(s) shall be liable for all related collection costs, including reasonable attorney's fees.

MKE Hall will not be liable for any damage or costs, including incidental or consequential damages, allegedly arising out of any cancellation.

MKE Hall reserves the right to refuse to book or to cancel any event at any time for any lawful reason. In the event MKE Hall cancels an event for any lawful reason at any time, not including a breach of this contract by the customer.

When booking with MKE Hall, charging guest a cover fee or entrance fee is not permitted. Your event at MKE Hall is considered a private event exclusively for you and your invited guest.

The Client(s) also agrees to indemnify and hold harmless MKE Hall, its owners, agents, and employees from and against any claims, damages, losses, or expenses arising out the use of MKE Hall, including but not limited to any acts or omissions of the Client(s) or their guest, vendors, contractors.

Cancellation policy – Acts of God and Emergencies.

MKE Hall reserves the right to cancel or reschedule any event, without liability, in the event of circumstances beyond our control. These circumstances include, but are not limited to –

- Severe weather conditions (including tornadoes, snowstorms, floods, or other natural disasters.
- Act of God.
- Fire or power outages.
- Public health emergencies (including pandemics of government-mandated shutdowns).
- Threats to the safety or security of guests, staff, or the facility.
- In the event of such cancellation, MKE Hall will make reasonable efforts to reschedule the event to a mutually agreeable date, subject to availability. If rescheduling is not possible, any deposits or payments may be applied as credit toward a future event at MKE Hall.
- MKE Hall shall not be held responsible or liable for any costs, damage, or losses incurred by the client or guests because of such cancellation.

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4). Rules and Regulations

Zero Tolerance Policy – For the safety of all guests and staff, the following items and rules are strictly prohibited on MKE Hall premises:

- Any physical or verbal altercation, or act of aggression will result in the immediate shutdown of the event. Everyone will be asked to leave MKE Hall and its property including the parking lot. Authorities may be contacted if necessary. This policy is in place to ensure the safety of the client, their guests and the employees of MKE Hall.
- No smoking or vaping inside the hall.
- All alcohol must be provided by MKE Hall. No outside liquor or alcohol is permitted on the premises. If outside alcohol is found and confiscated by MKE Hall Staff, a fine will be imposed on the client.
- No Illegal substances allowed.
- The client(s) is responsible for the conduct of guests and any damage to the property.
- All children attending events at MKE Hall must always be under the direct supervision of a parent or guardian. The venue does not provide childcare, or supervision services and assumes no responsibility for the care or safety of minors.
- Firearms (including concealed or open carry).
- Knives or weapons.
- Fireworks, sparklers, or explosives.
- Any device that uses gunpowder or similar propellants (Including blanks or starter pistols).
- Violation of this policy may result in immediate termination of the event and potential legal consequences.
- Minors and Alcohol Consumption – The consumption, possession, or distribution of alcohol by individuals under the legal drinking age is strictly prohibited. This policy is in accordance with local, state, and federal

laws. Any minor found consuming or in possession of alcohol will be subject to immediate removal from the premises, and the authorities may be notified. Event organizers and security personnel reserve the right to take appropriate action to ensure a safe and lawful environment for all attendees.

- Entertainment Policy – Strippers, exotic dancers or similar entertainment of that nature are strictly prohibited at MKE Hall. Hiring or bringing such entertainment onto the premises will not be allowed under any circumstances.

_____**5). Insurance of Liability** - MKE Hall and Event Center is not responsible for personal property damage, loss or injury during the event. Client (s) assumes full responsibility for all actions of guests, vendors and staff.

_____**6). Security Guard Fee Policy**

- This policy outlines the procedures and responsibilities related to the use of security personnel for events held at MKE Hall.
- If a client's event exceeds 200 guests, hiring one security guard is mandatory. If a client's event exceeds 300 guests, hiring two security guards is mandatory. MKE Hall will assess each event individually to determine if security is required, based on guest count, events with alcohol and event type.
- All fees for security personnel are the sole responsibility of the client and are not included in the venue rental rate.
 - MKE Hall is connected to a local security guard company.
 - The security guard company will be contacted by MKE Hall.
 - Outside security guard must be pre-approved.
 - Security guards have the authority to enforce venue rules, may remove disruptive individuals to maintain safety, and, if necessary, shut down the event.
 - All security guards are licensed, insured and meet state/local regulations.

_____**7). Photography & Marketing Policy**

By booking an event with MKE Hall & Event Center, the Client (s) grants MKE Hall permission to capture and/or use photographs and videos taken during the event. These images may be used for, but not limited to, marketing, social media, website content, print materials, and promotional services.

MKE Hall agrees that:

- Images will be used in a professional and respectful manner.
- No images will be sold or transferred to third parties for profit.
- Personal or sensitive moments will not be shared without prior approval.

If the client (s) prefer that photos from your event not be used, please let an MKE hall representative know before your event, and we will be happy to honor your request.

By signing this contract, both Canel Enterprise (MKE Hall and Event Center) and the client agree to all terms and conditions outlined herein.

MKE Hall and Event Center

8653 W. Brown Deer Road

Milwaukee, WI 53224

414-731-8157

MKE Hall Representative

Name _____ **Signature** _____

Date _____

Client(s)

Name _____ **Signature** _____

Date _____