

**SANAI DIOR BALLROOM**  
**&**  
**WEDDING CHAPEL #1**  
~802 Welsh Street ~ Chester, PA 19013  
610-874-4784

**Rental & Service Agreement**

**RENTAL INFORMATION**

Organization Name (if applicable) \_\_\_\_\_

Client Name: \_\_\_\_\_ Cell/Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Function \_\_\_\_\_

Date of Event (MM/DD/YY) \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_

In Witness Whereof, Sanai Dior Management and Client(s) have executed this rental agreement as of this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_, and if this Lease is executed in counterparts, each shall be deemed an original.

**Client Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Accepted By: Sanai Dior Management Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Office Copy~**

**Set-up time** \_\_\_\_\_ **Cleanup time** \_\_\_\_\_ **Total Fees:** \_\_\_\_\_

Item	Unit Cost	Quantity/Discount	Amount
Ballroom Rental ( <b>Events 10pm-2am \$700.00</b> )	\$650.00 & UP		
Officiant	\$150.00		
Wedding Chapel			
Projection/Screen	\$50.00		
Speaker	\$75.00		
Centerpiece Deposit (will be refunded after event if there are no damages to centerpiece). <b>*The total cost of each centerpiece is \$100.00 if damaged, less \$50.00 deposit.</b> \$50.00 is refundable, if there are no damages.	\$ 50.00 Dep.		
Meeting Space			
Additional Hour	\$175.00 per hr.		
Clean-up Deposit (will be refunded after event if there are no damages to facility) <b>\$50.00 is refundable, if you are out of building at your scheduled time.</b>	\$50.00 Dep.		

**Final payment:** \_\_\_\_\_ **Total amount due less \$250.00 deposit**

**No refunds on any payments if you cancel and no transfer of date**

**Please place your initials on each category.**

\_\_\_\_\_ No Alcoholic Beverages outside, that includes bottles, cans, and cups imposed fine \$200

\_\_\_\_\_ Do not Release Balloons outside (please destroy or take with you) imposed fine \$100

\_\_\_\_\_ Do not place anything in the Toilet other than toilet paper.

\_\_\_\_\_ The Kitchen should be Cleaned-up after your event; in the same condition when you arrived for your scheduled event.

- Refrigerator should be cleaned and free of any food after the event
- Countertops cleaned and free of all your belongings
- Microwave empty and cleaned out
- Floor swept and mopped
- If warming ovens are used, they are to be cleaned and placed back under the counter.

\_\_\_\_\_ Decorations and food removed from all tables and the entire ballroom free of your belongings.

\_\_\_\_\_ No confetti on any tables, or in ballroom at all.

\_\_\_\_\_ No tape of any kind on the walls or poles in Ballroom.

\_\_\_\_\_ During events children should stay in the building at all times. Children are not allowed to play outside during the event.

\_\_\_\_\_ All trashed should be picked up outside from your event.

## RENTAL TERMS:

1. Client may only use the leased facility for the purpose of the event and for no other use or purpose shall use the leased facility. Client shall keep leased facility in a clean and orderly condition and shall conduct its business there from in a careful and safe manner. Client shall not use the leased facility or maintain them in any manner constituting a violation of any ordinance, law, statute, regulation, or zoning ordinance. Nor shall the client maintain, permit or suffer any nuisance to occur or exist on the insignia or decoration without the prior written consent of the Management, which consent shall not be unreasonably withheld.
2. Client shall not cause or permit any alterations, additions, changes of any part of the leased facility without first obtaining the written consent of the Management. All alterations, additions or changes to the leased facility shall be made in accordance with all applicable laws.
3. The leased facility is a non-smoking facility. Client shall make sure none of their guests smoke inside the facility. An additional fee of \$100.00 will be assessed to the client for this violation.
4. Regardless of whether or not, separate, several, joint or concurrent liability may be imposed upon Management, client shall indemnify and hold harmless Management from and against all damages claims and liability arising from or connected with client's control or use of the leased facility, including without limitation, any damage or injury to person or property. These indemnifications shall not include any matter for which the Management is effectively protected against by insurance. If Management shall, without fault, become a party to litigation commenced by or against client, then client shall indemnify and hold Management harmless. The indemnification provided by this section should include Managements legal costs and fees in connection with any such claim, action or proceeding. Client does hereby release Management from all liability for any accident, damage or injury cause to person or property on or about the lease facility, whether due to negligence on the part of Management and notwithstanding whether such acts or omission be active or passive. Management and client do each hereby release the other from all liability for any accident, damage and only if this release shall not adversely affect the right of the injured or damaged party to recover under such insurance policy.
5. Each party shall pay the other party's reasonable legal costs and attorney's fees incurred in successfully enforcing against the other party any convenient, term or condition of this lease. Both parties to this lease agree that Delaware County, Pennsylvania shall be the proper county of venue for any and all disputes arising from this lease and the use of the facility described herein. I/We agree that in the event of default in payment, reasonable costs of collection, equal to fifty (50) percent of the delinquent balance, and/or reasonable attorney fees may be added to the amount due on the account.
6. The Management reserves the right to inspect and control all parties and meetings held at the leased facility. The client will be responsible for any damages to the building, equipment, decoration or fixtures, lost or damaged during the affair, due to the activities of the guest. **MANAGEMENT HAS THE RIGHT TO CHARGE ACCORDINGLEY TO ANY SIGNIFICANT DAMAGES TO THE FACILITY.**
7. The use of confetti or rice is strictly forbidden and client will hold the Management harmless from any injury occurring due to such use by persons other than the Management or Management's agents, servants and/or employees. The Management will in good faith provide all items and services agreed upon, but reserves the right to make substitution with a similar item or service for any item or service that is not readily available in the open market with the prior consent of the client, except in circumstances beyond the control of Management, preventing the same from performing said service.

Also, the Client cannot use any type of nails, glue, gum, tape, tacks, or anything on the walls of the facility. Management can charge up to \$50.00 per infraction of each item.

8. A non-refundable cash or money order deposit of \$250.00 is due to the facility at the contract signing (*non-refundable deposits can be transferred to a new date if available at the discretion of Management*). Balance will be due by cash or money order six (6) weeks before the date of the event, another \$50.00 clean-up fee will be due 7 days before scheduled event, in which is refundable after your scheduled event if there are no clean-up issues. If billing arrangements are requested; prior approval must be made in advance with the Management. Client shall pay all Federal, State and Municipal taxes where applicable. In the event client cancels or otherwise breaches this contract for damages, Management shall retain the non-refundable deposit made by the client. The Management has the OPTION to refund all payments made after re-booking the original lease date by client (if reasons for the breach of the contract are viable by Management.) Such retention of initial payments shall not relieve the client of any additional liability to the Management under this contract. Lease dates can be changed at NO ADDITIONAL CHARGE as long as the new date is available.
9. Whenever a license and/or permit is required for Client's function, such license and/or permit shall be procured from the proper public authorities by the client at the client's own cost and expense.
10. The Management will NOT be responsible for articles lost, stolen, or forgotten during the course of the event, and will be held harmless.
11. Please notify us concerning room set-up and equipment requirements at least two (2) weeks prior to your event. Please notify us at least one (1) week in advance of your event, the exact number of people you expect to attend.
12. The Management is held harmless of any and all Food or Beverages brought in or taken outside of the facility during or after an event.
13. Client may bring in or have delivered their own food, cake and/or dessert(s) to leased facility, but must assume responsibility for cake and/or dessert(s), cake boxes, cake utensils, cake stands, cake decorations, and any leftover or unused cake.
14. No alcoholic beverages will be supplied by the leased facility. When client provides alcoholic beverages during event, NO ONE under the age of 21 will be served or allowed to consume alcohol. Management reserves the right to request picture identification and can refuse service to anyone. Alcoholic beverages cannot be taken outside of facility for any reason. It is the client's responsibility to ensure their guests are aware of our policy and any violations will result in the removal of said guest(s) from the facility for the remainder of the event, a \$200.00 fine will be imposed there are NO EXCEPTIONS to this policy!
15. This agreement constitutes the entire contract between the client(s) and the Management. No verbal modifications thereof shall be valid or binding nor has any force or affect, except of this contract agreement, which the client makes to the Management.

16. Neither the client nor the leased facility shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (Including denial of cancellation of any export or other necessary license), wars, insurrections and /or any other cause beyond the reasonable control of the party whose performance is affected.
17. At the request of Management security may be requested for events.
18. All Children Events should be supervised at all times; *No persons* are permitted to play on the steps or in the balcony area at no time during the use of the venue. Sanai Dior Ballroom is not liable for any accidents that may occur.

**Additional information:**

- Tables and Chairs are setup according to Renter's layout.
- Leased facility cleanup under normal conditions.
- Firearms are prohibited on the premises.
- Exits, Corridors and Hallways must be free of obstruction.
- The use of candles will be allowed only in glass globes or floating in the bowls.
- Building Occupancy Code is strictly enforced.

**Client Copy~**

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**Thank you for your patronage. We appreciate you for choosing Sanai Dior Ballroom & Wedding Chapel for your special event.**