

Exodus Place Event Hall
 1901 Fourth Street
 New Orleans, LA 70113
 (504) 252-0661
 www.exodusplaceeventhall.com

RENTAL AGREEMENT

Today's Date: ____ / ____ / ____ Date of Event: ____ / ____ / ____ Event Time: _____

Renter's Name: _____ Phone #: (____) ____ - _____

ALL RENTALS INCLUDE THE FOLLOWING

• (6) 6-Foot Banquet Tables for Seating	• (46) Banquet Chairs
• (1) 6-Foot Banquet Gifts/Favors Table	• (1) 8- Foot Banquet Food Table
• (2) Additional 6-Foot Tables	• Refrigerator

TERMS AND CONDITIONS

Renter and guests must vacate the venue at the agreed ending time. Before the renter's event ends at _____, the venue must be cleaned and all guests must be gone at _____. Should the time of the function extend past the agreed ending period, \$2.00 per minute will be deducted from your security deposit. All personal items, trash and other items that were not present in the venue when the renter took control of it must be removed from the premises at the end of the event. The floors must be swept and all trash must be placed in the dumpsters outside the venue. Forfeiture of deposit will occur if the venue is not returned in the same condition as it is rented. **Deposits will be returned 24 hours after the event to give the owners time to inspect the premises for damages.** If we determine that the renter should receive a partial deposit or no deposit at all, we will supply the renter with time stamped photos that support our decision. The renter is not allowed to leave any property behind to be picked up at a later date. No staples, nails, adhesives, tape or the like are allowed on the walls. We provide the renter with push tacks to use to hang items for the event. The renter is to return the tacks at the end of the event. The renter is responsible for the actions of their guests during your event time. Damage or vandalism to the venue such as broken light bulbs, fixtures, holes in the wall, broken blinds, chairs or tables, stopped up sinks/toilets, etc. will be deducted from the renter's deposit. The renter is not to alter, adjust, or change any light fixtures, light bulbs or turn off circuit breakers at the venue.

There are absolutely **NO REFUNDS** of the security deposit if the event is cancelled for any reason. We do allow the renter to change their event date and use that deposit to secure a new date. If the renter chooses to not use Exodus Place Event Hall for their event after paying their security deposit, it is still non-refundable. The deposit CANNOT be used as a credit for anything else.

PAYMENTS

Our method of payment is cash only. The remaining balance is due two (2) weeks before the event.

PACKAGES

With the packages that include linen, the color choice is up to the renter. Please let us know the event theme upon signing the contract. Linen must be requested at least two weeks before your event unless otherwise specified.

Signing below states that you agree and understand the terms and conditions listed above.

 Renter's Name Printed

 Renter's Signature

-----**OFFICE USE ONLY**-----

Total: _____

Theme: _____

Colors: _____

Wording: _____

EXODUS PLACE EVENT HALL ITEMIZED LIST

CHECK BOX	ITEM	PRICE
	16x24 Photos (Max of 6)	\$20.00 ea.
	Additional Hours	\$75.00 ea.
	Backdrop (step-and-repeat)	\$80.00 ea.
	Balloon Arch	\$125.00 ea.
	Balloon Columns	\$40.00 ea.
	Balloon Table Arch	\$70.00 ea.
	Banner (6 foot)	\$60.00 ea.
	Ceiling Drapes (to change the color)	\$75.00
	Centerpieces	\$10.00 ea.
	Chaffing Dishes (6 Available – Fuel Not Included)	\$15.00 ea.
	Chair Covers (Black or White)	\$46.00 (all chairs)
	Chair Covers (Color)	\$92.00 (all chairs)
	Iced Chest (3 foot)	\$20.00
	Plates, Napkins, Silverware Table Decor	\$100.00
	Rosetta Carpet	\$20.00
	Sashes	\$23.00 (all chairs)
	Clean Up After Event	\$100.00
	Table Runners	\$12.00 (all tables)
	Tablecloths (Black or White)	\$80.00 (all tables)
	Tablecloths (Color)	\$96.00 (all tables)
	Thank You Cards / Menu	\$50.00 (all seats)
	Throne Chair (Gucci)	\$225.00
	Throne Chair (Standard)	\$125.00
	Wine Glasses Table Decor	\$23.00 (all seats)
	3-Piece Glass Cake Stand Set	\$50.00
	3-Piece Standard Cake Stand Set	\$25.00