



VENUE RENTAL CONTRACT AGREEMENT

No part of the rental contract or terms and conditions may be altered without agreement by both parties, nor may it be transferred or sublet by the Renter. 50% of the catering bill must be received no later than two (2) weeks prior to the scheduled event. Full payment for venue and the remaining 50% of the catering bill is due one (1) week prior to the scheduled event. Event date will be reserved upon receipt of this contract, the terms and conditions page and a \$500 non-refundable deposit.

Renters Name/Guarantor: _____

Address: _____

City, State, & Zip: _____

Home/Work phone: _____ Cell phone: _____

E-mail: _____

Rental day & date: _____

Type of Event: _____ start time: _____ end time: _____

Number of guests: _____

Food and Beverage Service:

Renter must use onsite catering services from the Bella Vista Restaurant. In accordance with our Colorado Liquor License, Shining Mountain does not allow any outside alcohol to be brought onto the premises. We provide a full bar at reasonable rates for the convenience of all our guests. We also maintain the right to refuse service to anyone appearing to be intoxicated or without proper identification. Cases/bottles of wine and kegs of beer are available for purchase upon request. "Cash Bars and Dollar Amount Down" bars are options and must be communicated with the Event Coordinator. No carryout food is allowed for buffet service and no alcohol may be removed from the premises. Unless otherwise stated, menu prices do not include tax or gratuity. Food and beverage items are subject to a 22% gratuity and current sales tax for Teller County, CO. Groups that are tax exempt must provide Shining Mountain with a copy of their Consumer's Certificate of Exemption prior to all functions.

Gratuity:

There will be a minimum charge of \$500 or 22% gratuity on food and liquor for all events (whichever is greater).

Client Initial: _____

Event Coord: _____



Parking and Transportation: There is ample parking for all of our guests. We also provide shuttle service for an additional charge to and from many local venues starting one hour prior to your event. If guests are being transported on our shuttle, please notify us in advance so preparations can be made.

Event Coordinator:

To ensure the best experience and synergy between the client, all vendors, and the Shining Mountain staff, we provide an experienced event coordinator as soon as the contract is signed. The coordinator will maintain an agenda for the rehearsal, ceremony, and the reception.

Approximately two weeks prior to your event, the client and the coordinator will review the floorpan diagram and establish a schedule for set-up and deliveries. During the event, the coordinator will keep things on track and running smoothly.

Set Up/Clean Up:

Shining Mountain staff will set up the event room with tables, chairs, table linens, linen napkins, table settings, dance floor, and color coordinate it to the client's decor before arrival. This will be done in accordance to the set up diagram discussed with the event coordinator. The client is responsible for all other set up and decorating. The use of organic and silk floral material is welcome, but no seeds or seeding flowers may be used as they can blow onto the greens. No confetti or glitter is allowed in the event center as it clogs our vacuum. Any clean up outside of normal custodial duties is the responsibility of the client and may result in forfeiture of some or all of the client's security deposit if additional compensation for damages is assessed.

Rental Agreement / Payment Information: No part of the rental contract or terms and conditions may be altered without agreement by both parties, nor may it be transferred or sublet by the Renter. Full payment for final invoice must be paid at or before the conclusion of the scheduled event.

Rental Deposit and Security Deposit:

A \$500 rental deposit is due at the time this contract is signed. This entire amount will be applied to the balance due at the end of the event. In addition, a \$500 security deposit is due 90 days prior to the event. This is a separate check that will be stapled to this contract and returned following the final walk-through at the end of the event. If there is any excessive clean-up (including movement of permanent decor by client vendors) or damage done to the property as a result of the event, the security deposit will be applied toward any needed repairs or employee time. Additional compensation may be required if excessive damages are assessed following the event. A walk-through must be done with the event coordinator or designee prior to leaving at the end of the night for the client to receive the returned security deposit.



Vendors and Staff:

Shining Mountain will provide catering, waitstaff, and an event coordinator to manage the client's event to the highest expectation. The client is responsible for hiring his/her own entertainment, photographer, florist, or other vendors as needed. A referral list of recommended local vendors is available if needed. Client should be prepared to provide the event coordinator with the contact information of vendors servicing the event at the two week meeting.

FINAL REVIEW MEETING

No later than Two (2) Weeks Prior to Event

- Client representative to provide agenda, vendor list, timeline, floor plan diagram, and final guest count for event. Confirm linen colors.
- Establish a schedule for set-up, any deliveries. All deliveries are limited to the day of the event unless previous arrangements have been made.
- Go over final catering menu.
- \$500 security deposit due. This is a separate check from the balance and will be returned immediately following the final walk-thru at the end of the event. The event coordinator or designee will determine if there is any excessive clean-up or damage done to the property as a result of the event and, if necessary, the security deposit will be applied towards any needed repairs. Additional compensation may be required if excessive damages are assessed following the event.

ONE WEEK PRIOR TO EVENT

- Final site fee payment is due.
- 50% of catering bill is due based on the greater of the following: the minimum number of guests at the initial booking, the final guest count given two weeks prior to the event, or the actual number of guests in attendance. All additional items must be paid at the conclusion of the event by certified check, cash, or credit card.

Client Initial: _____

Event Coord: _____

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The individual, agent or entity signing this contract, along with the event guests and any contracted labor, will hold Shining Mountain and all employees and affiliates, individually and jointly and severally harmless for any loss, damage or injury to person or property resulting from the use, occupancy or possession of the premises.

I, _____ hereby acknowledge that I have read the above rental agreement and I agree to the terms and conditions this document.

Renter Signature: _____ Date _____

Renter Printed Name: _____

SMGC Rep Signature: _____ Date _____

SMGC Printed Name: _____

Photographer:

I, _____ agree to abide by the timeframe agreed upon by the Shining Mountain Event Coordinator, Renter, and Executive Chef. I will respect the schedule provided to me to ensure a positive guest experience at this event.

Client Initial: _____

Event Coord: _____