



Presented by
RAINCROSS HOSPITALITY MANAGEMENT CORPORATION
a California Corporation as agent for the City of Riverside

3637 Fifth Street, Riverside, California 92501
Phone (951) 346-4700 Fax (951) 346-4706

CONTRACT

Wednesday, November 17, 2021

Herbert Lake
La Sierra High School
4145 La sierra Ave,
Riverside, CA 92505

Dear SGT Herbert Lake,

Thank you for choosing Riverside and the Riverside Convention Center (the "Center") for your event ("Event"). The Center's hospitality team looks forward to ensuring that your event is a success.

It is my pleasure to offer for your approval and signature the following contract ("Contract") regarding use of the Riverside Convention Center. The contract is between Raincross Hospitality Management Corporation dba The Riverside Convention Center ("Center") as Agent for the City of Riverside and **La Sierra High School** ("Client").

SECTION I: EVENT DETAIL

A. **GROUP/CLIENT***: **La Sierra High School**

NOTE: The Group/Client name listed here must exactly match the name on other required documents, including the Certificate of Insurance.

B. **EVENT:** 2022 La Sierra High School California Cadet JROTC Ball

C. **CONTACT:**

Name: Herbert Lake
Phone: 951-358-1730
Fax:
Email: SFClake1960@yahoo.com

D. **EVENT DATES:** Saturday, March 5, 2022

E. **ATTENDEES:** 150

F. CLIENT'S PRIMARY CONTACT AT THE CENTER:

Sales Manager's Name: **Tammy Gonzalez**
 Phone: **951-346-4715**
 Fax: **951-346-4706**
 Email: **tammy@riv-cc.com**

NOTE: A summary of contacts is included in "QUICK LOOK SUMMARY" in Addendum "A", CONTACT SUMMARY.

G. TENTATIVE CONTRACT, DEPOSIT, and DEFINITE CONTRACT: Center is holding the above date(s) for Client on a tentative basis until **Friday, January 14, 2022**. If Center has not received a signed contract, the deposit, and a preliminary Certificate of Insurance by **Friday, January 14, 2022**, the held date(s) will be released, and this Contract will be terminated and of no further force and effect. This Contract will become binding on the parties once Center confirms receipt of the following: 1) A fully executed contract, including all pages initialed and/or signed (by scan, fax or other form of delivery), 2) the specified deposit, and 3) a Certificate of Insurance that meets the contractual requirements as of the date of execution.

H. TENTATIVE ROOM BLOCK, SET-UP REQUIREMENTS and CATERING ARRANGEMENTS: Center has tentatively blocked the space listed below according to the information provided by Client. Unless otherwise stated, the Center reserves the right to reset rooms to their standard state or for other events after hours listed below. **PLEASE READ AND REVIEW CAREFULLY.**

Day/ Date	Time	Function	Location	Set-up
Saturday / Mar 5 2022	2:00PM - 11:00PM	Dinner/Dance	Ballroom	Banquet with dance
	2:00PM - 11:00PM	Registration	Lower Concourse	Registration

I. MOVE-IN/MOVE-OUT DAYS: If Client requires additional time to move-in (set-up) or move-out (breakdown) for the Event, or if the details above do not reflect Client's requirements, **Client must immediately contact its Center-designated Sales Manager. Changes to the above arrangements may result in additional costs for room rental, labor, and/or other charges.**

J. ESTIMATED COSTS:

ESTIMATED COSTS		
MINIMUM REVENUE REQUIRED	\$4,000.00++	Room Rental will be waived with a Food and Non-Alcoholic Beverage Minimum of \$4,000.00 and will be based on the final guarantee. Concession Revenue, bar revenue, administrative fees, and sales tax are excluded for the purposes of this calculation. The current administrative fee is 21% and sales tax is 8.75%. If the \$4,000.00 minimum revenue is not met, the balance will be charged as Room Rental. Client bears responsibility for the "minimum" as well as any charges incurred above the minimum. Administrative fees and sales tax are subject to change prior to Event.

SECTION II. GENERAL CONTRACT INFORMATION, STANDARDS, AND REQUIREMENTS

- A. CONTRACT PRICING:** Prices in this Contract may not be applicable if the Event takes place more than twelve (12) months after contract execution date, in which case Client should anticipate an increase on food and beverage of no more than five percent (5%) per year.
- B. DEPOSITS AND PAYMENTS:**
- 1) A deposit of **2,650.00** is required to reserve space for the Event. This deposit, which is non-transferable and non-refundable, will be deducted from Client's overall balance due. The **deposit is due** with signed contract by **Monday, Friday, January 14, 2022**.
 - 2) ~~Ninety (90) days prior (12/05/21) to the date of the Event, an additional 35% of the estimated Center charges will be due and payable, which equates to \$1,850.00.~~
 - 3) If the Event is contracted within ninety (90) days of Event, then Client must pay a non-transferable and non-refundable deposit in the amount of 50% of the estimated Center charges when executing this Contract.
 - 4) **Complete pre-payment of estimated Center charges** for the Event is required **four (4) business days (03/01/22)** prior to the Event by cash, company printed check, cashier's check, money order or credit card.
 - 5) If Client has established credit terms in accordance with Center's credit policy, then Client will be bound by terms of that policy.
 - 6) Before the Event, Client must submit a valid credit card for any additional charges incurred during the Event.

NOTE: A Summary of Important Dates is included in the "**QUICK LOOK SUMMARY**" in Addendum "**A**" **IMPORTANT DATES**.

- C. INSURANCE:** Client must procure and maintain insurance that fully covers the risk and indemnity obligations set forth in this Contract, including Commercial General Liability coverage for bodily injury, property damage, contractual liability assumed under this Contract, and any independent contractors, in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, plus Worker's Compensation coverage as required by law. **The insurance policy must specifically name the following entities as additional insureds: "Raincross Hospitality Management Corporation dba Riverside Convention Center and the City of Riverside, The Riverside Civic Authority and their respective members, officers, directors, managers, agents and employees."** Client's insurance policy must further state that it will not be canceled or materially changed for any reason without thirty (30) days prior written notice to Center. The policy will not be accepted if it contains a "best effort" modifier or relieves the insurer from any cause whatsoever prior to, during, or subsequent to, the Event date range covered by this Contract. For Events scheduled to begin more than thirty (30) days after the date on which this Contract is executed, Client must provide Center with a preliminary Certificate of Insurance satisfactory to Center on the date of execution, plus a final Certificate of Insurance not less than thirty (30) days before the Event. For Events scheduled to begin less than thirty (30) days after the date on which this Contract is executed, Client must provide a final Certificate of Insurance which is fully compliant with the terms of this paragraph of the Contract.
- D. CALIFORNIA STATE SALES TAX EXEMPTIONS:** If Client requests a California state sales tax exemption, proof of sales tax-exempt status must be provided in the form of a letter from the California Department of Tax and Administration. For Events scheduled to begin more than thirty (30) days after the date on which this Contract is executed, Client must provide Center with preliminary evidence of sales tax exemption satisfactory to Center on the date of execution, plus a final evidence of sales tax exemption not less than thirty (30) days before the Event. For Events scheduled to begin less than thirty (30) days after the date on which this Contract is executed, Client must provide evidence of sales tax exemption which is fully compliant with the terms of this paragraph of the Contract.

- E. **EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES:** Facility fees are based upon rates as applicable and as indicated in “QUICK LOOK SUMMARY” Addendum “A”, **EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES.**
- F. **TIME ALLOCATION/ROOM SET CHANGE FEE:** Center may be reserved for Event times beginning as early as 5:00 a.m. and ending as late as 12:00 am. If Client wishes to stay beyond 12:00 am or needs additional time for setup or tear down, Center may remain open for an additional charge. A minimum \$300.00 per room will be charged if Client requires less than a three (3) hour turn-time for any function room. Charges will be based on the labor requirements necessary to accommodate the change. Client must make special arrangements with the assigned Convention Service Coordinator if Client anticipates that its Event will continue past 12:00 am.
- G. **LABOR CHARGES:** Most labor charges are included in the estimated costs based upon previous discussions between Center and Client. If Client requires extraordinary services, then Client must make special arrangements with its assigned Convention Service Coordinator. Additional charges may apply for extraordinary services or overtime work, which will be based on current labor overtime rates.
- H. **LINEN:** If the Event includes meal service, then Center will provide a choice of black or ivory-colored single-draped tablecloth and black, ivory, or burgundy-colored napkins at no additional cost. If Client desires additional linens, including double-draped linen or special colors, an additional charge will apply.
- I. **GUARANTEES FOR MEAL FUNCTIONS:** To ensure the success of the Event, Center must receive Client’s confirmed attendance (“Final Guarantee”) for each meal function no later than **12:00 Noon PST five (5) business days** (excluding holidays and weekends) **prior to the date of the Event.** Once the Final Guarantee is submitted to Center, the count may not be decreased.
- ❖ **Special Meals:** Client’s assigned Convention Service Coordinator is available to consult on preparation, service of special meal requests, and pricing for vegetarian, gluten free, vegan, kosher, halal, and other meals to meet Client or guest dietary restrictions. Special meal menu requests are due 30 days prior to Event as outlined in the “QUICK LOOK SUMMARY” in Addendum “A”, **IMPORTANT DATES.** Special meal requests must be included in Final Guarantee numbers.
 - ❖ **Overage:** For every plated event, Center is prepared to serve 3% over the final guarantee, up to a maximum of thirty (30) additional meals. Client will be charged based upon the Final Guarantee or actual number of meals served, whichever is greater. Center will make every effort to accommodate increases to Client’s count(s) after the Final Guarantee is due. However, any increases exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases after the Final Guarantee deadline, then the 3% overage will no longer apply.
- J. **MEAL MINIMUM:** Breakfast prices begin at **\$21.50++** per person, lunch pricing starts at **\$25.50++** per person, and dinner service is available starting at **\$33.95++** per person. Please refer to current menu selections for pricing. No outside food and beverage may be brought into Center or onto Center’s premises.
- K. **ALCOHOLIC BEVERAGES:** As a venue regulated by the California Department of Alcoholic Beverage Control, Center is the exclusive licensee and provider of alcoholic beverages. Neither Client nor its guests may bring outside alcohol into the Center or on its premises. Unauthorized alcohol will be confiscated. Center reserves the right to: 1) require proof of legal drinking age and refuse alcoholic beverages to any person who is underage or who cannot produce identification; and 2) refuse alcoholic beverages to any person who appears intoxicated, in

Center's sole discretion. Notwithstanding the foregoing, Center may refuse to serve any patron for any reason. Client agrees to fully indemnify and hold Center harmless for any personal injury or property damage arising from or related to the service of alcohol at Client's Event, whether that injury or damage is caused by Client or Client's guests.

- L. **CONCESSIONS:** If Client requests concessions, Center will determine the hours of operation and may change hours at its discretion. Center requires a minimum of five hundred (500) people to open concessions, plus a guarantee of \$1,250.00 in sales during a 4-hour period. Client is responsible for no less than the guarantee of \$1,250.00 in sales.
- M. **PARKING:** Center offers limited parking adjacent to the Riverside Convention Center in City Lot 33. The City of Riverside owns and manages Lot 33, so the City may establish rules regarding use of its property. Under no circumstances will Center be liable for any injury or property damage to Client or Client's guests that occurs in a City-owned or managed parking area, and Client agrees to fully indemnify and hold Center harmless from any such claim arising from or related to participation in Client's Event. Center can make parking in Lot 33 available at a **cash rate of \$10.00** per vehicle/space/day. Client may host parking for event attendees at a **hosted rate of \$8.00** per vehicle/space/day. If Client requires additional parking, vehicles may use street parking or alternate City parking lots/structures. Center's Sales Manager will provide Client with a map and pricing for overflow parking. If recreational vehicles, trailers, buses, or other oversize vehicles will be used during the Event, then Client must make special arrangements and may incur additional fees.
- N. **AUDIO VISUAL (AV):** Client must contract all audio/visual equipment, rigging, labor and any other AV-related services through Center's exclusive in-house provider. All audio/visual charges are per-day and subject to administrative fees and sales tax. See "**QUICK LOOK SUMMARY**" in Addendum "A", **CONTACT SUMMARY** for Center's exclusive provider of AV services.
- O. **INFORMATION TECHNOLOGY (IT) AND TELECOMMUNICATIONS:** Client must contract all IT and telecommunications services through the Center's exclusive provider. Complimentary Wi-Fi with shared 3 / 3 MBPS bandwidth is available throughout the Convention Center. The complimentary shared Wi-Fi is designed for general web browsing and checking emails only. If Client wishes to upgrade to existing Center bandwidth or make other special IT requests, it must request them a minimum of five (5) business days before its Event, and Client may be charged an additional fee. See "**QUICK LOOK SUMMARY**" in Addendum "A", **CONTACT SUMMARY** for Center's exclusive provider of IT services.
- P. **ELECTRICAL:** Center provides 120-volt/20-amp wall plug service. If Client requires electrical service beyond Center's existing capacity, Client must contract, at its own cost, a licensed electrical services company approved by Center. Such special electrical service must be arranged in advance. Client should contact its assigned Convention Service Coordinator for the list of Center-approved electrical providers.
- Q. **DECORATIONS:** Event sets and certain decorations must be approved by the Riverside Fire Department. Client's assigned Convention Service Coordinator will provide guidance. Extraordinary decorations and sets may be subject to additional agreements and charges. Affixing anything to Center's floors, walls, or ceiling requires Center's prior written approval. Use of materials such as confetti, Silly String, or other aerosol-delivered products is not permitted. Open flame candles are expressly prohibited. Please see general terms and conditions for additional restrictions.
- R. **RIGHT OF INSPECTION:** To help protect health and safety, Center event staff may enter and inspect all function rooms and/or set bag check stations at Center entry points. If Center event staff observes any activity which

reasonably appears to be illegal or dangerous to people or property, then Center event staff may cancel the Event and require Client and Client's guests to vacate the premises. In that instance, Client will remain liable for all fees and charges related to the Event pursuant to the terms of this Contract.

S. **SECURITY:** A Center security agent patrols the premises and monitors the property 24 hours per day. Additional security agents are available exclusively through Center. Client may contract with Center for security at a rate of \$65.00 per hour, per agent.

T. **DAMAGE CLAUSE:** Client is responsible for any damage to Center resulting from any acts or omissions of Client and/or its staff, personnel, agents, contractors, invitees, or guests. Before the Event, Center will note any existing damage with Client. Center will do a post-event walkthrough to note any damage that occurred during Client's Event. Client will be charged for the cost to repair any damage that occurred during the Event.

U. **PERMITS:**

1.) **Health Permits:**

If Client intends to buy, sell, or give away food items, Client must obtain a Riverside County Health Permit. Permits must be secured and provided to Client's assigned Convention Service Coordinator at least ten (10) days before the Event. To obtain a health permit, contact:

Riverside County Environmental Health Department

4065 County Circle Drive, Riverside, CA 92503

Telephone: 951-358-5172

Office hours are typically Monday through Friday, 8:00 a.m. – 5:00 p.m.

2.) **Vendor Seller's Permits:**

If the Event includes buying or selling any item, Client must obtain a Seller's Permit from the State Board of Equalization. To obtain a Seller's Permit, contact:

California Department of Tax and Fee Administration

3737 Main Street, Suite 1000, Riverside, CA 92501

Telephone: 951-680-6400

Website: <https://onlineservices.cdtfa.ca.gov/>

Client must obtain written evidence from each seller that it holds a valid California Seller's Permit, or Client must secure a written statement from the seller that it is not offering for sale anything which is subject to sales tax.

3.) **Fire Permits:**

If the Event includes any of the following, then Client must obtain a Special Event Permit from the Riverside Fire Department:

- ❖ Exhibit booths
- ❖ Containers of flammable liquids
- ❖ Equipment for competition, demonstration, or display
- ❖ Vehicles placed inside an assembly area

An event site plan is required to receive a Fire Permit. Fees related to diagram approval or site inspection are Client's responsibility. Center requires approved diagrams thirty (30) days before the Event. Client must keep a copy of the Fire Permit on property for the duration of the Event and provide a copy to Client's assigned Convention Service Coordinator. To obtain a Fire Permit, contact:

City of Riverside Fire Department Prevention Division,

City Hall, 3900 Main Street - 5th floor, Riverside, CA 92501

Telephone: 951-826-5737

Email: prev@riversideca.gov

Riverside Fire Department office hours are Monday through Friday, 8:00 am – 5:00 pm.

4.) Signs/Flyers:

City of Riverside Municipal Codes 10.16.040 and 19.76.010 prohibit posting unauthorized signs within city limits. Failure to comply with the above codes may result in a fine per sign, and/or a fine per incident imposed by the City of Riverside. Information regarding signs within the city limit can be found at:
https://library.municode.com/ca/riverside/codes/code_of_ordinances?nodeId=PTIICOR_TIT10VETR_CH10.16TRCODE_10.16.040UNSILISIPRUSTRI-W

V. PACKAGE/MATERIAL DELIVERY:

Client is responsible for all packaging and shipping arrangements. Before the Event, Client must provide the assigned Convention Service Coordinator information regarding pre-event delivery and post-event pick-up of Client materials. Any materials received more than forty-eight (48) hours before the Event or left behind forty-eight (48) hours after its conclusion will incur storage charges of \$50.00 per day. Packages shipped to Center should be addressed to:

Attn: **La Sierra High School**
Event Date: **Saturday, March 5, 2022**
Vendor Name & Booth #:
Riverside Convention Center
3637 Fifth Street
Riverside, CA 92501

W. ADVERTISING AND PROMOTIONS: In all Client advertising and promotions relating to the Event, Center must be referred to as "The Riverside Convention Center." Use of the Riverside Convention Center's name may be used to describe the location of the Event only. Client may not use the name for any other purposes without Center's prior written consent.

X. INDEMNIFICATION: To the fullest extent permitted by law, Client agrees to protect, indemnify, defend and hold harmless **Raincross Hospitality Management Corporation, Riverside Convention Center, the City of Riverside and its affiliates, and their respective agents, employees, officers, directors and shareholders (collectively, the "Riverside Convention Center Indemnified Parties")**, from and against all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "Claims"), arising out of or relating to the Event that is the subject of this Contract, to the extent such Claims result from (i) the negligence, gross negligence, or intentional misconduct of Client, Client's employees, agents, contractors, and/or attendees, or (ii) breach of any terms and conditions of this Contract by Client, or (iii) Client's failure of compliance with applicable laws or regulations. Nothing in this indemnification will require Client to indemnify the Riverside Convention Center Indemnified Parties for that portion of any Claim arising out of the gross negligence or intentional misconduct of the Riverside Convention Center Indemnified Parties. This paragraph does not waive any statutory limitations on liability, including innkeeper's limitation of liability laws, nor does it waive any defenses a party may have regarding any Claim. This paragraph survives termination or expiration of this Contract.

Y. CANCELLATION: By entering into this Contract, Center has reserved rooms for Client to the exclusion of other business opportunities and relied on Client's estimated revenue figures in "**SECTION I: EVENT DETAIL**" item "**J. ESTIMATED COSTS.**" Client understands that cancellation of its Event will cause Center to lose substantial room rental and food and beverage revenue, which Center cannot recover. Accordingly, changes to or cancellation of the Event and/or function space is subject to the penalties described on "**QUICK LOOK SUMMARY**" in **Addendum "A", CANCELLATION PENALTIES.**

Z. FORCE MAJEURE: The date(s) of the Event are a material term of this Contract. If a “force majeure event” prevents the Event from occurring as and how scheduled pursuant to this Contract, or if it becomes impracticable or illegal for one or both parties to perform their contractual obligations for reasons beyond their reasonable control, then the parties may mutually agree to (i) postpone the Event to an alternative mutually-agreeable date; or (ii) amend this Contract to reduce the number of attendees or size of the group to comply with new orders or regulations; or (iii) terminate this Contract upon immediate written notice, without any liability to either party. Under no circumstances will either party be liable to the other for damages arising from a force majeure event. For the purpose of this paragraph, a “Force Majeure Event” includes but is not limited to the following occurrences: governmental order or authority that make it illegal or impossible to hold the Event, war, earthquakes, storm, fire, severe storms, labor disputes, threats of and/or civil disorder, terrorist attacks, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, loss of power, and curtailment of transportation either in the City of Riverside or in the countries/states of origin of the attendees.

AA. LIMITATION OF LIABILITY: Neither Raincross Hospitality Management Corporation dba Riverside Convention Center nor Center is responsible for any loss, damage or injury (bodily or property) that may occur on the property prior to, during, or subsequent to the Event date(s) covered by this Contract. Notwithstanding anything in this Contract to the contrary, in no event will Center’s aggregate liability to Client from all causes of action and theories of liability, exceed the actual amount Client owes Center under this Contract.

BB. CONFIDENTIAL INFORMATION: Client and Center agree to maintain this Contract and its terms as “**Confidential Information.**” Each party agrees not to disclose Confidential Information to third parties without the other party’s prior written consent, which may be withheld in that party’s sole discretion, except that each party may disclose Confidential Information (i) to its directors, officers, employees, and contractors whose duties justify their need to know such information, and who have been informed of their obligation to maintain the confidential, proprietary, and/or trade secret status of such Confidential Information, or (ii) to the extent necessary pursuant to applicable law, regulation, court order, or other legal process, provided the party has given the other party prior written notice of such required disclosure and, to the extent reasonably practicable, has given the other party an opportunity to contest such required disclosure at its own expense. Notwithstanding the above provision, Center may be obligated to provide certain information pursuant to a public records request consistent with its role as agent for the City of Riverside.

CC. ASSIGNMENT: Raincross Hospitality Management Corporation (RHMC) may assign its rights or obligations under this Contract to any entity having as its principal business the management of meeting venues. The City of Riverside will be an authorized assignee of this Contract if RHMC no longer operates as the City’s agent. RHMC will have no obligation to perform under this Contract if it no longer acts as the City’s agent with respect to Center. Client may not assign its obligations under this Contract.

SECTION III. SIGNATURES

I have read and understood the above Contract and agree to be bound by its terms and conditions. This Contract may only be amended in writing. A signed copy of this original must be returned to the Sales and Catering Office by **Friday, January 14, 2022** along with the deposit of **\$2,650.00** and preliminary Certificate of Insurance to hold the allocated space on a definite basis.

Checks should be made payable to: Riverside Convention Center.

RIVERSIDE CONVENTION CENTER
Raincross Hospitality Management Corporation
3637 Fifth Street
Riverside, CA 92501

If you have any questions or concerns, contact the Sales and Catering Office at (951) 346-4700.

RAINCROSS HOSPITALITY MANAGEMENT CORPORATION
dba **RIVERSIDE CONVENTION CENTER**
a California Corporation as agent for the City of Riverside

Tammy Gonzalez

Date Signed: _____

Herbert Lake

Date Signed: _____

Print Name

4145 La sierra Ave
Riverside, CA 92505
951-358-1730
SFClake1960@yahoo.com

"QUICK LOOK SUMMARY" ADDENDUM "A"

CONTACT SUMMARY			
SERVICE PROVIDER	CONTACT	PHONE NUMBER	EMAIL / WEBSITE
Sales Manager RCC	Tammy Gonzalez	951-346-4715	tammy@riv-cc.com
Audio Visual PRO AV	Nathan Thomason	951-255-8684	nthomason@pro-av.com
IT & Telecommunications VISTEM SOLUTIONS	Vistem Guest Services		guestservices@vistem.com
Electrical Services	Contact Convention Services Coordinator for approved providers		
Health Permits	Environmental Health Dept.	951-358-5172	
Vendor Seller Permits	CA Dept of Tax & Fee Administration	951-680-6400	https://onlineservices.cdtfa.ca.gov/ /
Fire Permits	City of Riverside Fire Dept.	951-826-5737	prev@riversideca.gov
Signs / Flyers	City of Riverside Planning Dept.	951-826-5371	

IMPORTANT DATES	
90 Calendar Days prior to Event (12/05/21)	35% of all estimated charges are due (\$1,850.00)
30 Calendar Days prior to Event (02/03/22)	Menu selections, ALL Event details, and proof of Insurance due
5 Business Days prior to Event (02/28/22)	Final Guarantees for Meal Functions due
4 Business Days prior to Event (03/01/22)	Full Pre-payment of Estimated Total Cost due

CANCELLATION PENALTIES	
Number of Days Prior to Event Date	(%) Percent Due
Over 180 Calendar Days	25% of all estimated charges (\$1,000.00)
140-179 Calendar Days	50% of all estimated charges (\$2,000.00)
90-139 Calendar Days	75% of all estimated charges (\$3,000.00)
Less than 90 Calendar Days	100% of all estimated charges (\$4,000.00)

EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES	
Banners – Hanging fee (per banner) * requires Scissor Lift Operator	\$55.00-\$160.00
Forklift Rental (per hour, 2 hour minimum) *operator certification required	\$70.00
Scissor Lift Rental (per hour, 2 hour minimum) *operator certification required	\$110.00
Building Clean Up (one-time fee)	\$525.00 *Waived per Tammy Gonzalez
Refuse Disposal (one-time charge)	\$230.00 *Waived per Tammy Gonzalez
Janitorial Services (per day)	\$350.00 *Waived per Tammy Gonzalez
Kitchen Usage (\$175.00/per hour, 4-hour minimum)	\$185.00
Cake Cutting Fee (per person)	\$2.50++
Carving Fee (per chef)	\$140.00
Corkage Fee (per standard 750 ml bottle)	\$16.00++
Dance Floor (40x40)	\$225.00++
Piano	\$550.00++
Room Re-Key Charge	\$75.00
Linen for Exhibit Tables (each table, 2 linens per table)	\$5.75++
Exhibit Tables (PER TABLE / PER DAY . Each exhibit table consists of one (1) 8' table, one (1) tablecloth, and two (2) chairs. If additional linens are required, additional costs will apply.)	\$30.00++