



2018-2019 Bridges at Beresford Event Center Rental Agreement

This is a Rental Agreement between Bridges at Beresford Event Center (Herein after known as Bridges at Beresford or Facility) and _____ (Herein after known as RENTER) for the use of the rental hall.

Renters Name: _____

Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Phone Number: _____ **Alternate:** _____

Email: _____

Event Date: _____

Terms and Conditions

Reservations

- Before entering into this Agreement, RENTER shall have completed and signed the Bridges at Beresford Event Center Rental Application for the reservation of the use.
- In order for an event to be guaranteed, Bridges at Beresford must receive a deposit of at least fifty percent (50%) of the room rental fee at the time this Agreement is entered into. For a wedding the deposit required is \$400.00. The remainder of any rental fee is required one day (1) prior to the event.
- Weather in South Dakota can be unpredictable. The Bridges at Beresford cannot be held responsible for inclement weather on the day of the event and all charges will apply regardless of the weather.
- Reservations will be given on a first come, first serve basis. Reservations may be made up to 24 months in advance for weddings, all other events 15 months in advance. RENTER has 5 days to pay deposit on room, if no deposit is paid, room will be opened up for next event
- ½ day rentals will be in 6 hour increments. Any event over 6 hours will be charged a full day rental. This includes setup and cleanup time
- Confirmation of number of guests will be needed 14 days prior to event to insure proper staffing.

Decorations

Decorations may not be fastened to the walls with thumb tacks, nails, staples, tape, or pushpins. RENTER may tape to windows or frame work but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or non-flammable holder. Stage may be brought in for use by band or DJ; no stage may be brought in for use for any other reasons. The use of glitter, confetti, straw, rice, birdseed, or hay is prohibited in the Event Center and/or on the grounds. When in doubt about decorations deemed acceptable, RENTER must consult with The Bridges at Beresford staff. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair anything deemed excessive will be charged a fee of \$150.00/hour.

_____ **RENTER Initials**

Hours of Operation

Events may not last past 2:00 a.m. This 2:00 a.m. deadline includes cleanup time. The RENTER will be charged \$150.00 per hour if the event and/or cleanup time exceeds 2:00 a.m. (Including band or DJ tear down time) or if it exceeds a delegated deadline previously approved by staff. RENTER is responsible for making sure guests leave the building at an appropriate time in order for RENTER to finish clean up before the time deadline. It is recommended that all wedding receptions end between 12:00 and 12:30a.m. The Bridges at Beresford will stop all DJ's no later than 1:00 a.m. to provide adequate time for RENTER to vacate the premises. Arrangements must be made by the RENTER to have all decorations picked up and removed from the Bridges at Beresford the night of the event UNLESS no event is booked the following day. In the case of no event the following day, RENTER must have all items out of Bridges at Beresford by noon (12:00 p.m.). Bridges at Beresford is not responsible for any damage or theft of any items left by RENTER or any guest attending the RENTER's Event.

Services Provided

- **Staff** – Bridges at Beresford Staff will be on duty during the entire event. The staff member will open the Facility and provide information and direction as needed. The staff member will not be available to serve or decorate. Bus staff will be provided in the Event if the Full Service Contract is selected.
- **Tables and Chairs** – Such items are included in the Rental Agreement and will be setup by RENTER with the assistance of The Bridges at Beresford. If RENTER provides a layout for the Bridges at Beresford, all attempts will be made to have setup done ahead of time. Doors and hallways may not be blocked at anytime. If The Bridges at Beresford deems something to be unsafe, RENTER will be asked to have the unsafe item or setup removed. No dancing on tables or chairs. Tables and Chairs are not to be taken outside by the RENTER or any guests attending the Event
- **Linens and China** – The Bridges at Beresford has linens and china available for every event. Linens and China must be rented from the Bridges at Beresford and may not be brought in without prior approval. Outside linens may be brought into the Event Center but the Bridges at Beresford's Linens must be rented and used as well. Plastic and Paper products may be brought in and used instead of cloth linens or China. No Outside China or Silverware may be brought in without first contacting the Bridges at Beresford to make arrangements.
- **Deep Cleaning** – Bridges at Beresford will perform deep cleaning, such as mopping and vacuuming. RENTER must remove anything brought in by RENTER, guests, or hired vendors
- **Parking** – There is parking in the Bridges at Beresford parking lot and if needed additional parking is available in the Beresford High School Parking Lot. Bridges at Beresford Golf Course is open to the public; at times the parking lot may have vehicles for a golf event. Please do not block any driveways or park in the round about.

Full Service Contract

Upon request and prior approval, RENTER may elect The Bridges at Beresford Event Center Staff to be in charge of the following:

- **China and Water Goblets**
- **Bus Staff**
- **Dish Staff**
- **Salt and Pepper and Water Pitchers on all tables**
- **Catering (All Events except Weddings)**
- **Table Clothes and Cloth Napkins**

This is a Full Service Contract

RENTER Initials

This is NOT a Full Service Contract

Kitchen Usage - \$75.00/Day

Kitchen usage is limited to preparation and light cooking as there is limited resources in the kitchen or on the premises for cooking. This means that food may be assembled and may be warmed or kept warm using the ovens, and perishables and beverages may be chilled in the refrigerator. Ovens and refrigerators must be cleaned out after use. Freezer space is very limited and is recommended that any item needed to be kept frozen be stored off site. All serving utensils, platters, containers, etc. must be brought in; The Bridges at Beresford will not provide any cooking or serving equipment. Please note, if real china is being used that the Bridges at Beresford will need full use of the kitchen 30 minutes prior to meal start till completion of dishes.

Kitchen will be used – Please list days needed _____

Kitchen will NOT be used

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Food

All food must be prepared by, brought onto the premises, and served by RENTER or a caterer that is designated by the RENTER. All caterers must be approved by The Bridges at Beresford prior to event. RENTER or their caterer shall coordinate with The Bridges at Beresford Staff two (2) days in advance in order to confirm catering staff arrival time. A minimum of one (1) catering staff person or Client is required to be on duty at all times during the catered Event. This includes the time that the food is to be cooked. The Bridges at Beresford will not provide any serving materials such as bowls, serving utensils, or chaffing dishes

Client or caterer will be in charge of catering event

The Bridges at Beresford will be in charge of catering the event

Event will not be catered

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Miscellaneous Policies

- Live animals, except for service animals, may not be brought onto the premises
- No items may be released into the sky that contain fire
- RENTER and guests are restricted to rental area and lounge. Practice green and surrounding area is reserved for golfers, anybody on this area will be asked to stay off
- The Bridges at Beresford will not be responsible for items left behind, before, during or after an Event
- The Bridges at Beresford staff may enter any of the rented premises, at any time, on any occasion
- The Bridges at Beresford reserves the right to take photographs of rental Events for its own records and for use in future
- RENTER must make sure that number of guests does not over-exceed fire code of 376 and that all doors and fire exits remain open and unblocked at all times
- Damage to Building. In cases where property has been damaged or abused beyond normal wear, RENTER will be billed for all damage and additional clean-up. This includes but is not limited to RENTER's caterer, DJ, and any other service brought in by RENTER. Any damage will be billed to the RENTER at the cost of materials and labor plus 10% to correct the damages.
- The Bridges at Beresford provides limited storage. The storage is available between time periods that the Event Center is rented. Storage will not be available before or after these times unless prior arrangements have been made.
- The Bridges at Beresford is a public facility, with simultaneous users. RENTER should assume there is a group before and after them, and concurrent events. RENTER is required to ensure that attendees minimize noise, remain in the room rented, and are courteous to other renters. The RENTER is responsible for the attendees of their event
- No excessive noise or raucous activity is permitted
- No Red or Purple punch or similar dark staining juices
- Children must be supervised at all times

Payment Policy

A fifty percent (50%) deposit of the room rental fee is due at the time the RENTER enters into this Agreement. This is required as an initial deposit. For a Wedding the initial deposit is \$400.00. The remaining balance of total costs is due one (1) day prior to the start of the event. The Bridges at Beresford accepts payments in the form of credit card (Visa, MasterCard, American Express, or Discover) or check made payable to "The Bridges at Beresford"

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Cancellation Policy

RENTER must provide a dated written request for cancellation. The following fee schedule will apply:

- Weddings: Zero Percent (0%) Refund on Cancellations
- Other Events: 90 Days Prior – 100% Refund
- Other Events: 60 Days Prior – 50% Refund
- Other Events: 30 Days Prior – 0% Refund

No refunds will be made when the event is canceled by The Bridges at Beresford due to RENTER's noncompliance with terms and conditions

Clean-Up Responsibilities

All deep cleaning is the responsibility of the Bridges at Beresford for an event. This includes vacuuming, trash, and when needed, carpet cleaning. RENTER is responsible for the clearing of any decorations and items brought into the Event Center. Any excessive garbage may be taken to the trash dumpsters by RENTER. If Full Service Contract is selected then The Bridges at Beresford staff will bus tables otherwise it is up to RENTER to clear tables during the Event. If no event is booked following day of event, RENTER may come in following morning at have items removed by noon (12:00 p.m.) the day after event. Any time needed after 12:00pm will be charged a rental rate. All food items may be stored in walk-in cooler as long as they fit on a cart.

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Tobacco Usage

Smoking is not allowed inside The Bridges at Beresford Event Center. The Bridges at Beresford will provide adequate smoking containers for use outdoors as needed. This includes the use of cigars, cigarettes, electronic cigarettes, and chewing tobacco

Alcoholic Beverage Policy

The Bridges at Beresford shall abide by all laws of the State of South Dakota and the City of Beresford concerning the use and serving of alcohol. Each RENTER wishing to have alcohol at their event must abide by the same laws that The Bridges at Beresford abides by. Summary of pertinent laws are

- Identification as evidence of age must be issued by a government agency (State or Federal). Documents altered in any way, are damaged and/or cut, are unacceptable. If no ID is present, no alcoholic beverage will be served, no exceptions.
- It is illegal to serve alcoholic beverages to an obviously intoxicated person
- It is illegal to drive under the influence of alcohol or with a blood alcohol level of .08% or higher
- The Bridges at Beresford have the right to refuse service to anyone, for any reason
- Anyone under the age of 21 caught drinking, or anyone caught buying for anyone under the age of 21, will be asked to leave the premise and/or may result in police being called
- A 15% Gratuity will be added onto any open bars
- The Bridges at Beresford has a liquor license and therefore no alcohol will be allowed to be brought onto the premises. All Alcohol consumed at The Bridges at Beresford must be purchased through The Bridges at Beresford. Absolutely no outside alcohol may be brought onto the premises. Any violators will be asked to leave the premises. Violation of this policy could result in termination of alcohol sales at the event and Beresford authorities may be called.

- In some circumstances, wine may be brought into the Event Center that is not purchased through the Bridges. This must be approved through management prior to bringing in the wine. A cork fee will apply of \$5.00/bottle of wine. Renter will be required to bring in or purchase wine glasses through the Bridges for wine brought in. Only wine purchased through the Bridges will receive free wine glasses.

RENTER acknowledges and understands the policies and procedures and State Laws regarding smoking and alcoholic beverages:

RENTERS Initials

Indemnification

User agrees to defend, indemnify, and hold harmless The Bridges at Beresford and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by The Bridges at Beresford or its employees, arising from RENTER's acts or omissions under this agreement or any act or omission of RENTER's vendors, employees, contractors, or persons attending the meeting or even with the express or implied permission or invitation of the RENTER, except as may arise from negligence or willful misconduct of The Bridges at Beresford or its employees.

The Bridges at Beresford will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. RENTER will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

RENTER agrees to abide by this Agreement and acknowledges having received a copy thereof. RENTER will be held financially responsible for any damage to the Facility or equipment, which occurs through the RENTER's meeting or event at the Facility

Rental Rates- Rates Include Room, Tables, Chairs, Projector, and Microphone if Needed

	Hourly Rate M-Th	Hourly Rate Weekend	½ Day M-Th	All Day M-Th	½ Day Weekend	All Day Weekend
Conference Room (Up to 15 Guests)	\$35.00	\$45.00	\$100.00	\$125.00	\$125.00	\$175.00
Community Room A (Up to 96 Guests)	\$60.00	\$85.00	\$175.00	\$225.00	\$225.00	\$275.00
Community Room B (Up To 200 Guests)	\$85.00	\$110.00	\$225.00	\$300.00	\$300.00	\$375.00
Event Center (Rooms A & B) (Up To 376 Guests)			\$325.00	\$400.00	\$400.00	\$525.00
Event Center (Wedding) - \$400 Deposit Required to hold						\$725.00

The Event Center can be reserved the day before an event to decorate for an additional \$125.00

Allow the Bridges at Beresford to Cater your Event, Receive 25% off your room Rate!!! (Excludes Weddings)

Wedding Receptions – You have until noon the day after the event to have decorations out – If the event center is needed for gift opening or another purpose please refer to rental rates

Non-Profit and Small community service or educational groups – Receive 50% off fees Sunday –Thursday but must setup and cleanup

Full Service Contract

\$5.00/place setting

Includes China, water goblets, all tablecloths, cloth napkins, salt and pepper, water pitcher, skirting, bus and dish staff

Backdrop (White)	\$100.00
Kitchen Rent	\$75.00
Tablecloths	\$4.50/table
Cloth Napkins	\$0.75/person
Table Skirting	\$6.00/table
Dishes Rental	\$3.00/person
Bus Staff	\$1.00/person
Coffee Pot Rental (RENTER provides coffee, cups, and condiments)	\$10.00/Coffee Pot
Bridges Coffee Bar – Available in 60 Cup Increments	\$0.75/Cup
Grill Rental	\$50.00
16 Gallon Kegs	\$275.00 + 10% Gratuity
Champagne	\$12.00/bottle
Plastic Wine Glasses	\$0.50/glass
Cork Fee for Wine brought in	\$5.00/bottle
Salt and Pepper	\$0.75/table
Water Pitchers	\$1.00/table
Drink Tickets	\$3.50/Ticket + 10% Gratuity

By signing below, RENTER acknowledges that he/she has read and agrees to all the above terms and conditions

RENTER

the Bridges at Beresford

Signature

Signature

Tony Laurvick or Mike Conklin

Print Name

Date
