



Reception Facility Use Agreement

See attached pricing sheet for additional details

All changes and alterations to this contract must be submitted in writing, and agreed upon by all parties.

As the Lessee, I hereby agree to be personally responsible on behalf of myself/ my organization and guests for any damage sustained at Copper Creek during my event. By paying a deposit to Copper Creek, I am agreeing to the terms and conditions of the Rental Contract, whether this Contract is signed by me or not.

AGREED TO AND ACCEPTED:

Printed Name of Responsible Party:

Authorized Signature:

Copper Creek Event Center, LLC

Authorized Signature:

All amounts include a 4% discount for cash/check payments.

Credit card transactions incur a 4% convenience fee.

Facility Use Agreement



688 W. 400 South #202 Springville, UT 84663
801-900-3082

This agreement is a legally binding, non-transferable contract. Please review it carefully before signing. This agreement is between the Renter and Copper Creek Event Center, LLC (Hereinafter referred to as "Copper Creek"). In this Agreement the words "you", "your", "yours", and "Renter" mean the person who has signed as "Renter" at the end of this document.

Payment Schedule:

A **non-refundable** deposit of \$500, to be applied to the rental fee, is due at the time of signing to secure your reservation of date. **The remaining balance is due 2 weeks prior to your rental date.** If the balance is not paid, your event may be cancelled. Booking an event within 2 weeks of occurrence requires full rental fee to be paid at time of signing.

Additional Fees:

All amounts include a 4% discount for cash/check payments. Credit card transactions incur a 4% convenience fee. A \$50 processing fee will be charged for returned checks. Late payments can be assessed a \$50 late fee.

Rental Fees Include:

- Rental of Copper Creek Event Center, located at 688 W 400 South #202, Springville, Utah 84663, during the designated times as specified in the contract. Client/Vendors are to remain in the rented and public areas of the building.
- Prep kitchen with ice machine, and refrigerator
- Set up/clean up of chairs & tables
- 2 - 6" and 1 - 8" Buffet Tables
- 8 - 60" Round Tables (more available for additional fee)
- 80 Brown Padded Chairs (more available for additional fee)
- Integrated Projector and Screen for Slide Show
- Wireless Microphone and Stand
- Integrated Speaker System for background music
- 1 high boy and 1 standard height cake table
- 2 floor easels
- Private Bride's Dressing Room

Decor Packages:

Our event designer is available to do additional planning and decorating as part of our Decor Packages. This will be a separate charge, and will be added to your final invoice after approval. You can choose from our Standard (\$650), Deluxe (\$850), or Premium (\$1200) Packages. All floral decor is custom priced and designed. Please see Pricing Sheet for full details.

Multiple/Stacked Events:

Copper Creek requires at least one (1) hour in between a luncheon/dinner or ceremony and a reception for the take down, cleaning and setting up. An additional \$100 will be accessed for the extra labor involved.

Prep Kitchen:

You accept all liability for food consumed on the Premises. The kitchen may be used to heat, chill or arrange food that has already been prepared. The kitchen may not be used to cook food, including raw dairy or meat products. Lessee is allowed to only bring and use appliances such as warmers, crock pots, etc. **When the lessee chooses to self-cater, an \$85 kitchen fee will be added to the invoice.**

Cleaning:

You are responsible for the completion of the check out list by yourself, your caterer or other vendors you have hired. The list must be signed off on by our hostess or another member of Copper Creek staff. **If the checklist is not signed, you will be charged a \$150 cleaning fee. You are responsible for bringing all cleaning supplies.**

Damage of Premises:

In addition to your rental fee, Copper Creek will keep a copy of your credit card on file. If there is any physical damage to the building, grounds, furnishings, or equipment, or if excessive cleaning is required as a result of the event use, a copy of your credit card will be retained until the cost of repair or replacement can be determined. You will be billed for such sum and you agree that it shall be immediately due and payable. Copper Creek maintains the right to charge your credit card for any breach of contract or if the Premises or any part of the Premises are damaged due to your negligence or willful acts or acts of a family member, agent, invitee, or visitor. You must remove all personal decorations and personal property from the venue at the end of your event. Any items left after the event will be considered abandoned. **If you do not wish to leave a credit card on file, a \$200 refundable deposit may be substituted.**

Credit Card Information:

You will be contacted by Copper Creek prior to charging your credit card for any excessive cleaning or damage.

Prohibited Activities:

Alcohol, smoking, weapons, fireworks, and any open flame are not allowed in the premises, or parking lot. Cigarette smoking only is allowed more than 45 feet from any doorway. All tables, chairs, and furnishings belonging to Copper Creek must remain indoors at all times. There is to be no loitering in the parking lot.

Photography/Videography:

Photographs and videos taken during the event are subject to copyright law and owned by the author. Copper Creek may use pictures and other copyrighted material from your event for its own use in advertising. By signing this contract, you hereby give permission to Copper Creek to use such material.

Music:

Any media (playlist/photos) needs to be turned in to Copper Creek at least one week prior to the event. Please see Music and Presentation Instruction Sheet for further details. If your media is not turned in by the required date we will not guarantee the availability of our system. Our staff will control the volume, and be responsible for dealing with all electronics. **We are not responsible for any special request/dance songs.** If this service is needed, we have an in-house DJ for \$200 for 3 hours. Or you can hire your own. Vulgar, explicit, or obscene music will be turned off.

Decorations:

Decorations must be set up and taken down in the allowed rental time. If you or your vendors are late or early, this will be taken out of your cleaning/damage deposit. You are welcome to bring your own decorations; however, tacking, taping, nailing and tying to any surface other than the designated wall and window hangers is not allowed. **Items that are hard to clean up such as rice, confetti, glitter, birdseed or streamers are not allowed.** Any car decorations must be cleaned up afterwards, including spilled liquids. \$75 will be charged to your credit card for each instance of damage. Copper Creek is not responsible for any loss, theft, or damage to rental or personal items of you and your guests.

Children:

We require that children be supervised at all times. It is asked that you keep children from playing on the elevator, and stairways. Copper Creek is not responsible for the actions of your children nor is it responsible to supervise any children on the premises. Be advised that we do not have a "playroom" on the premises. **Children must be accompanied by an adult to ride on the elevator. Children must not be allowed in the fountain at any time. These actions will result in the forfeiture of the cleaning/damage deposit.**

Bride's Dressing Room:

The Bride's Dressing Room is for the use of the bride and her parents. Your wedding party should arrive at your event fully dressed. If a changing room is needed, the office can be used for that function. The Bride's room is **not** to be used as a mother's lounge, diaper changing room, repository for purses, cameras, or other items. The kitchen and office have cupboards, and counters for the families to use for their personal items. The Bride's room is **not** to be used as a playroom for children. Wedding ceremonies can line up in the Bride's room, but larger groups would find it to be easier to line up outside, near the storeroom doors, and have only the bride and her parents exit from the Bride's room. **Children, food, and drinks are not allowed in the Bride's Dressing Room.** Hair and make-up should be done at the seated vanity provided for this purpose. **Each instance of misuse will result in a \$50 charge.** Once the bride is ready, we do lock the doors to protect her belongings. We are available to unlock the doors at anytime during the event.

We have made the Bride's Dressing Room a special place for the Bride, on her day. Please be courteous, and use this room for the meaning it was intended.

If we find it to be abused during your event, we will lock the door for the remainder of your event.

Cancellations:

Cancellations made 2 weeks or more prior to the event date will forfeit the initial deposit. Cancellations made within 2 weeks of the event will forfeit the full rental amount including any event rentals or additional charges that have been confirmed at the point of cancellations. All cancellations must be made in writing.

Transfer of Event Date:

If you need to change the date of your event, a one-time transfer of your deposit can be made without penalty if the transfer is made 60 days or more to the event date. Within 60 days of the event, all transfers will be charged \$250. The difference between the original rate, and the rate of the new chosen date must be paid at the time of transfer. The new date must be within one year of the original date. Transfers between responsible parties are not allowed. **All requests for transfers must be made in writing.**

Termination:

Copper Creek reserves the right, at any time prior or during your use of the facilities, to cancel your reservation and terminate your agreement in the event of emergency, physical damage to the building, or other occurrences which renders Copper Creek unsuitable, unavailable, or unsafe for use. Such occurrences include: fire, flood, earthquake, power failure, repairs required by law, weather damage, other casualty or act of God causing physical damage to the building. In the event that this provision is utilized, Copper Creek will refund your rental fee, but shall not be held responsible for any direct, indirect, incidental, or consequential damages resulting from such termination.

Mediation:

The parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by confidential mediation, before resorting to arbitration or litigation.

All changes and alterations to this contract must be submitted in writing, and agreed upon by all parties.