



EVENT RESERVATION FORM

Event Name

Event Type

Single Event / Multiple Days (circle one)

Date(s)

Start Time

End Time

No. of guests

Any security deposit to be refunded, as per the terms of this agreement,
will be remitted to the person or entity designated below.

Renter

Address

City

State

Zip

Primary Contact

Phone

Email

Check all that apply:

- | | | | |
|--------------------------|--|---|-------|
| <input type="checkbox"/> | Daily | North Room only (9am-11pm) | \$500 |
| <input type="checkbox"/> | Daily | South Room only (9am-11pm) | \$600 |
| <input type="checkbox"/> | Daily | Both rooms (9am-11pm) | \$950 |
| <input type="checkbox"/> | Hourly | North Room (minimum 4 hours) Hours x | \$100 |
| <input type="checkbox"/> | Hourly | South Room (minimum 4 hours). Hours x | \$100 |
| <input type="checkbox"/> | Upstairs | North Room (Saturday availability only) | \$175 |
| <input type="checkbox"/> | Upstairs | South Room (Saturday availability only) | \$175 |
| <input type="checkbox"/> | Day Before | (for set-up and per availability) | \$500 |
| <input type="checkbox"/> | Morning After | (per availability) | \$250 |
| <input type="checkbox"/> | Date-Hold/Security Deposit (see pg. 2 for details) | | \$250 |
| <input type="checkbox"/> | Other | | \$ |

TOTAL DUE \$

Renter's Initials

181 Pine St. Abilene, TX 79602
majesticabilene.com

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Rental Period

	Date	Start Time	End Time
Event			
Day Before			
Morning After			

Payment Schedule

The total due for the Rental Period shown above is due and payable in accordance with the Payment Schedule below. Cash, check and major credit cards are accepted. There is a \$15 convenience fee on all credit card transactions. All payments should be made to “The Majestic” and may be delivered by mail or in person to our leasing office, which is located upstairs directly above the venue.

	Due Date	Amount
Date Hold/Security Deposit (due upon signing)	Now	
Half of Rental Fee (due 90 days prior to event)		
Balance of Rental Fee (due 30 days prior to event)		
	TOTAL DUE	

Please read the Rental Agreement material to make sure all parties understand the requirements of providing for everyone’s safety and keeping The Majestic a well maintained and safe location for future use.

RENTAL AGREEMENT

Rental Fees

All balances must be paid in advance and received by The Majestic by the due date set forth in the Payment Schedule above. If full payment, in the amount set out in the Payment Schedule above, is not received by its due date, Renter will be charged a late fee of \$100 and/ or The Majestic, at its sole option, may cancel your Event. A date hold/security deposit, along with this signed agreement, is required to reserve the date and space – NO EXCEPTIONS. All payments may be made by cash, check or credit card. No terms are implied or granted and no work will be allowed to commence until full payment is received. The Rental Fee does not include any extra cost for cleaning up after the Event. In the event of a returned check by your bank, a \$30 returned check fee will be assessed.

Date Hold/Security Deposit & Damages

A Date-Hold/Security Deposit of \$250.00 made payable to The Majestic is required and due upon execution of this agreement. This deposit will secure the date and space and will subsequently be applied to any amounts due for damages to the venue caused by Renter, if any, missing property, if any, or the costs of cleaning the venue if Renter fails to discharge its obligation to clean the venue after the Event in accordance with this agreement. For completed Events, the Date-Hold/Security Deposit will be refunded within one (1) to three (3) weeks following the Event provided the premises are maintained and left in the same condition as when rented, and satisfactory to The Majestic. However, any cleaning or repairs deemed necessary beyond normal use (e.g. wall damage, floor damages, etc.) will be charged and deducted from the Date-Hold/Security Deposit. Renter must clean the premises following the Event leaving it in the same condition and working order as at the start of the Event setup. Renter must remove all trash, composting and recyclables from the site. Failure to remove or clean will result in additional fees. If the building or any part of the premises or its historic contents, including furniture or artwork, is damaged during the Event, Renter will be solely responsible for such damage. Renter shall, upon written demand, reimburse The Majestic for any cost exceeding the amount of the Date-Hold/ Security Deposit that it incurs in connection with any damage to the premises or to furniture, furnishings or equipment in the premises caused by Renter, Renter's agents or Renter's guests.

Liability

Neither The Majestic nor its landlord, building owners, officers, employees and agents shall be liable to Renter, Renter's guest or other persons on the premises for bodily injury, property damage, personal injury, theft or other losses to such persons or their property due to any cause whatsoever. It is recommended that Renter obtain special event liability insurance to protect against such losses.

Renter agrees to indemnify, defend, and hold The Majestic, its building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by Renter, its employees, and agents, of alcoholic beverages at The Majestic. In the event The Majestic, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay The Majestic, its officers, landlord, building owners,

employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by The Majestic, including all collection expenses and interest due.

Capacity

Renter understands that the maximum standing capacity for each side of The Majestic is 148 people or a total of 298 people if both sides are rented. Renter agrees they will not exceed this limit.

Set Up of Tables & Chairs; Vendor Information

The Rental Fee includes 24–60” round tables, 8–6’ rectangle tables, 190 black padded chairs and 2 serving bars, if you wish to use them. On or before fourteen (14) days prior to the Event, Renter shall provide to The Majestic (1) a completed diagram indicating the desired set up of tables, chairs and serving bars within the venue, (2) a completed Rental

Reservation Worksheet (see attached), and (3) a list of all vendors/rentals for the Event, including phone and email contact information. Set up and take down of tables, chairs and serving bars shall be performed by The Majestic representatives only. Except for minor adjustments to the set up of tables and chairs only, no property (including serving bars, curtains, furniture, accessories, benches, tables, plants, urns, etc.) may be moved by Renter or others on behalf of Renter without the prior written consent of The Majestic.

Site Decoration

The Majestic wants to make every event here a special and welcome experience. Therefore every effort will be made to allow Renter to prepare decorations reflecting their creative requirements. However, without first obtaining prior approval, decorations for the Event shall be limited to table decorations and/or free standing signs. NO candles are allowed unless they are votives in a glass container. Absolutely no decorations may be glued, taped, or affixed, in any manner, to the walls, chairs, tables or other items belonging to the venue.

No hazardous, poisonous, and/or flammable materials may be used at the venue, including the immediate vicinity outside the venue. The following items are also prohibited: helium- filled balloons, glue, paint, nails, tacks, screws, glitter, tape (except gaffers tape for the purpose of securing cables to the floor), marbles, confetti, rice, decals, stickers, silly string, sand, sawdust, tape, staples, sparklers, and other similar materials. Bubbles, birdseed, and rice may be used outside only. No animals, other than those providing assistance to guests with disabilities, are allowed.

Conduct

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the Event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly, at the sole discretion of The Majestic, shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the Rental Fee shall be made.

Noise

Renter acknowledges that the premises are located next to other establishments and directly below commercial offices and therefore agrees to control the noise level before, during and after the Event such that it does not disturb upstairs tenants or neighboring establishments. In the Event that Renter's event creates a disturbance due to high noise volume, The Majestic shall have the right to immediately reduce the volume. If repeated disturbances are created, at The Majestic's sole discretion, Renter may be expelled from the premises and/or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the Rental Fee will be refunded to Renter.

Note: The Majestic reserves the right to reject or cancel entertainment or music, which is not appropriate for the premises and to control amplification of music. Music and entertainment must be kept at a modest volume during normal business hours (i.e. Monday- Friday, 8 AM-5 PM) so that it cannot be heard beyond the boundaries of the premises or by immediate neighbors.

Lost & Found

The Majestic bears no responsibility for personal effects and possessions left on premises during or after any Event. We do, however, maintain a lost and found and will hold recovered items up to 60 days.

Cancellation

In the event of cancellation by Renter, a \$250 cancellation fee will be assessed.

If cancellation by Renter occurs more than 90 days prior to Event, the Rental Fee paid to date shall be fully refunded to Renter. The Date-Hold/Security Deposit shall be retained by The Majestic and applied as payment of the \$250 cancellation fee.

If cancellation by Renter occurs from 0-89 days prior to Event, the Rental Fee paid to date may be fully retained by The Majestic. The Majestic shall consider the reason for the cancellation and may elect, at its sole discretion, to retain all of the Rental Fee or to refund all or part of the Rental Fee paid to date. The Date-Hold/Security Deposit shall be retained by The Majestic and applied as payment of the \$250 cancellation fee.

In the event that The Majestic is unable, for reasons beyond its control, to make the venue available to Renter on the Event Date for the purposes as set forth in this Agreement, Renter shall have the option of choosing an alternate date to hold the Event (the "Alternate Event Date"), at no extra charge to Renter. If Renter selects an Alternate Event Date that is reasonably acceptable to The Majestic, then the Alternate Event Date shall replace the Event Date for the purposes of this Agreement, and all obligations, rights, duties and privileges as set forth in this Agreement shall remain binding on Renter and The Majestic. If Renter and The Majestic cannot agree upon an Alternate Event Date within 30 days of the original Event Date, then The Majestic shall refund to Renter the full amount of the Rental Fee (including the full Date-Hold/Security Deposit). In the event that The Majestic is unable to make the venue available to Renter on the Event Date due to fire, casualty loss or any other just cause then The Majestic shall refund to Renter the full amount of the Rental Fee (including the full Date-Hold/Security Deposit). In any case The Majestic shall not be liable for any additional costs or damages suffered by Renter (over and above the Rental Fee including the full Date-Hold/Security Deposit) arising out of a rescheduling or cancellation of the Event pursuant to this paragraph.

Catering, Cleaning, Trash & Equipment Removal

The Majestic will be in a clean condition prior to your Event. Unless Morning Event Pick- Up Rental applies, within two (2) hours following the Event, you are required to return the space to the same condition in which it was found. There is no open flame or frying allowed on site or any cooking allowed inside the venue, per city code.

All rental equipment must be removed no later than the Rental End Time on the last day of the Rental Period, as set forth above, unless prior written consent is obtained.

City, County, State, & Federal Laws

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Alcohol is permitted at private parties only. No “BYOB” events. Renter must provide all beverages and control all use. RENTER SHALL NOT SELL ALCOHOL ON PREMISES AT ANY TIME. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone’s safety, to ensure alcoholic beverages are consumed in a responsible manner. The Majestic reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of The Majestic or the safety of its staff, guests, or building contents.

Entry & Exit

Renter agrees that The Majestic staff may enter and exit premises during the course of the Event. A representative of The Majestic may be on-site during your entire Event and may be checking periodically with the responsible parties to insure everything is working smoothly. Renter agrees that The Majestic may, after the conclusion of the Event, start take down, set up and clean up for a future event, during Renters clean up period.

Acknowledged and agreed upon by

Neon Parrot Lounge, LLC
d/b/a The Majestic

Signature: _____

Printed Name: Andrea Robison _____

Date: _____

RENTER

Signature: _____

Printed Name: _____

Date: _____

RENTER

Signature: _____

Printed Name: _____

Date: _____