178 East Washington Street

Suffolk, Virginia 23434

757-582-1341

renneescc@gmail.com

www.renneescc.com

**LESSEE CONTRACT AGREEMENT**

This AGREEMENT is entered into by and between Rennee’s Celebration Center, LLC

 Name of (Lessee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number (W): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (H): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Function:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time To Come In\_\_\_\_\_\_Time of Event\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Function:\_\_\_\_\_\_\_\_\_Public or Private:\_\_\_\_\_\_\_\_\_\_\_\_\_Building: **178 or 156**

COVERING FOR TABLES AND CHAIRS: Circle White or Black or NO Covering

OR No Tables or No Chairs HOW MANY TABLES AND CHAIRS?\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFUNDABLE SECURITY DEPOSIT: $200 This holds your date and time and for incidentals (Cash, , CASH App ($renneetj Jeffrey Townsend) Only. if paid with credit card/debit card you will received refund minus the Card Processing Fee of $15)**

BUILDING RENT FOR EVENT:\_$150 x HOURS FOR YOUR EVENT @ 178 (\_\_\_\_)=\_

BUILDING RENT FOR EVENT:\_$300 x HOURS FOR YOUR EVENT @ 156(\_\_\_\_)=\_

DECORATION: $75 PER HOUR X\_\_\_BREAKDOWN: $50 PER HOUR \_\_\_\_\_\_\_\_\_\_

RENT: DANCE FLOOR: $50 GRILL $50 UPLIGHTS $100 HEATERS $50 DEEP FRYER $50\_\_\_INSURANCE COVERAGE: $75\_\_ **MANDATORY CLEANING FEE $75**

TOTAL: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rennee’s Celebration Center has been declared a Non-Smoking Facility. ALL FUNCTIONS MUST END BY 12:00 Midnight.

 The Lessee will provide a **Certificate of Liability Insurance** showing a minimum limit of Liability Insurance of Five Hundred Thousand Dollars ($500,000.00). The Certificate of Insurance is to be provided to the RCC 10 days prior to the event. If not For Commercial or Non-Profit, the Lessee will list the RCC as an additional Insured on their policy. The Certificate of Insurance is to be provided to the RCC 10 days prior to the event. To obtain Event liability Insurance through Eventhelper at [www.eventhelper.com](http://www.eventhelper.com), 855-493-8368, or email info@theeventhelper.com for the period of your event including set up and clean up.

 **If alcohol is to be served, no ABC License is needed**. If Lessee is charging for drinks, a Liquor license from the ABC is needed and need to be on file in the Name of The Lessee Only and provided to the RCC 10 days prior to the event with proof of liquor Liability Insurance that is also required. An ABC License can be obtained **seven to ten days** before the event date. Contact Dawn Hanks, ABC Bureau of Law Enforcement, 4907 West Mercury Blvd, Hampton, VA 23605 Office: (757) 825-7830 | Cell: (757) 603-5990 or <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>.

**Food must be catered by Rennee. Please provide a list of required food as soon as possible for potential cost. Cost is based on the selection of food**.

 Lessee agrees to neither sublet the premises or any part thereof, nor make any alterations, additions or improvements to the premises, either inside or outside without the written consent of RCC Owners.

 Lessee agrees to be responsible for all damages to the premises and to fully and completely indemnify Lessor in the event of such damages. Lessee acknowledges a copy of the rules for the rental of the RCC which are incorporated herein by attachment titled RCC Building Rental Policy Form. A violation of any of such rules shall constitute a default by Lessee. Such default shall constitute grounds for immediate cancellation of this Agreement by Lessor.

 A signed Agreement with a $200.00 Security Deposit is to be obtained for each booking. The rental fee will be paid in full at least 10 days prior to the scheduled event. **All public adult parties, all teen parties, and all private adult parties under 40 years of age--require armed licensed/bonded security. All security must be represented in a shirt that clearly states “Security**”. No smoking in rented premises or other areas inside Rennee’s Celebration Center LLC. **Patio is available for smokers**.

**Notice of cancellation** for the event must be submitted in writing and the post mark will serve as the date of notice given. **No refunds of any kind will be given for** **cancellations within 60 days of the event date.** If client cancels this contract within 60 days of the event date, no credit will be issued, and all payments made will be forfeited. If client needs to reschedule, it must be done 61 days or more before the event. We will do our best to reschedule event to a date acceptable to both client and RENNEE’S CELEBRATION CENTER. If a date is not available, the policies above will apply.

**The Security Deposit is to make sure that you have your event and for incidentals.** If you cancel your event for any reason and the cancellation date is not within the 60 day, there will be no refund of security deposit. The security deposit will be refunded within 10 working days after the event providing the building, grounds, and time allotted are within the contract. Of the building. Money Order, or Cashier check is to be made payable to Rennee’s Celebration Center.

**Rennee’s Celebration Center reserves the right to cancel this Agreement with just cause with written notice at any time during the time of this contract**. In the event of inappropriate activities or behavior, the Duty Manager has the right to immediately terminate the rental. He or she will file an RCC Incident Report Form upon termination of the rental applications for the use of the Center.

**For Lessee:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Print Name Signature Date**

**For Rennee’s Celebration Center:**

**Print Name: Rennee Townsend or Jeffrey Townsend\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Catering List for Rennee’s***

DATE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF GUEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_

**\*\*\* Prices does not include service charges, city, and state taxes.**

|  |  |  |
| --- | --- | --- |
| **Main Course** | **Total for 50 People** | **Total for 100 People** |
| **Fried Chicken**  | **$262.50 150 Wings** | **$525.00 300 Wings** |
| **Chicken Strips**  | **$150.00 250 Strips** | **$300.00 500 Strips** |
| **Baked Chicken**  | **$112.00 50 Pieces** | **$224.00 100 Pieces** |
| **Buffalo Chicken Party Wings**  | **$198.00 200 Wings**  | **$396.00 400 Wings** |
| **Fried Whiting**  | **$150.00 100 Pieces** | **$300.00 200 Pieces** |
| **Grilled Whiting**  | **$150.00 100 Pieces** | **$300.00 200 Pieces** |
| **Fried Catfish**  | **$190.00 100 Pieces** | **$380.00 200 Pieces** |
| **Cajun Fried Whiting**  | **$150.00 100 Pieces** | **$300.00 200 Pieces** |
| **Grilled Catfish**  | **$190.00 100 Pieces** | **$380.00 200 Pieces** |
| **Southern Spiced Catfish**  | **$190.00 100 Pieces** | **$380.00 200 Pieces** |
| **Salmon**  | **$400.00 50 Pieces** | **$800.00 100 Pieces** |
| **Parmesan Crusted Salmon**  | **$412.00 50 Pieces** | **$824.00 100 Pieces** |
| **Meatballs**  | **$150.00 200 Meatballs** | **$300.00 400 Meatballs** |
| **Fried Shrimp By the tray** | **$312.50 250 Shrimp** | **$625.00 500 Shrimp**  |
| **Buffalo Shrimp By the tray** | **$312.50 250 Shrimp** | **$625.00 500 Shrimp** |
| **Steamed Shrimp By the tray** | **$312.50 250 Shrimp** | **$625.00 500 Shrimp** |
| **Grilled Shrimp By the tray** | **$312.50 250 Shrimp** | **$625.00 500 Shrimp** |
| **Ham Sandwich Tray** | **$125.00** | **$250.00** |
| **Turkey Sandwich Tray**  | **$125.00** | **$250.00** |
| **Beef Sandwich Tray**  | **$150.00** | **$300.00** |
| **Cheese Sandwich Tray**  | **$75.00** | **$150.00** |
| **Creamy Shrimp Alfredo**  | **$95.00** | **$190.00** |
| **Creamy Chicken Alfredo**  | **$85.00** | **$170.00** |
| **Spicy Honey Pork Chop** | **$200.00 100 Chops** | **$200.00** |
| **Steak Bites** | **$450.00 3 lbs.** | **$880.00 4oz per person 12.5 lb per 50 people** |
| **Crab Dip** | **$450.00 2lbs PER PERSON** |  **$900.00** |
| **Chicken Southwest Egg-Rolls by the Tray** | **$125.00** | **$250.00** |
| **Waffles** | **$75.00** | **$150.00** |
| **Pancakes** | **$75.00** | **$150.00** |
| **French Toast** | **$80.00** | **$160.00** |
| **Breakfast Tacos** | **$88.00** | **$176.00** |

|  |  |  |
| --- | --- | --- |
| **Sides** | **Total for 50 People** | **Total for 100 People** |
| **Mac and Cheese** | **$85.00** | **$160.00** |
| **Veggie Tray** | **$80.00** | **$120.00** |
| **String Beans** | **$80.00** | **$120.00** |
| **Fruit Tray** | **$75.00** | **$120.00** |
| **Cole Slaw** | **$85.00** | **$120.00** |
| **Pasta Salad** | **$85.00** | **$120.00** |
| **Cabbage** | **$85.00** | **$120.00** |
| **Tender Collard Greens** | **$85.00** | **$120.00** |
| **Mashed Potatoes** | **$85.00** | **$120.00** |
| **Yams** | **$85.00** | **$120.00** |
| **Broccoli** | **$85.00** | **$120.00** |
| **Cornbread**  | **$90.00** | **$140.00** |
| **Caesar Salad** | **$86.00** | **$172.00** |
| **House Salad** | **$86.00** | **$172.00** |
| **Eggs** | **$100.00** | **$200.00** |
| **Bacon** | **$150.00** | **$300.00** |
| **Turkey Patty Sausage** | **$150.00** | **$300.00** |
| **Turkey Sausage Links** | **$150.00** | **$300.00** |
| **Pork Patty Sausage** | **$150.00** | **$300.00** |
| **Pork Sausage Links** | **$150.00** | **$300.00** |
| **Fried Apples** | **$60.00** | **$120.00** |
| **Corned Beef Hash** | **$60.00** | **$120.00** |
| **Grits** | **$40.00** | **$80.00** |
| **Home Fries** | **$40.00** | **$80.00** |

|  |  |  |
| --- | --- | --- |
| **Desserts** | **Total for 50 People** | **Total for 100 People** |
| **Cheesecake** | **$150.00** | **$300.00** |
| **Strawberry Cake** | **$150.00** | **$300.00** |
| **Chocolate Cake** | **$150.00** | **$300.00** |
| **Lemon Cakes** | **$150.00** | **$300.00** |
| **Cup Cakes** | **$150.00** | **$300.00** |
| **Red Velvet** | **$150.00** | **$300.00** |

**\*\*\*\*Please discuss with me, if you want something that is not on this list\*\*\*\*\*\***

**Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name Signature Date**

**For Rennee’s Celebration Center:**

**Print Name: Rennee Townsend or Jeffrey Townsend\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**