



# Lux Event Center Rental Agreement

This contract for the rental of a venue is made on this day, \_\_\_\_\_, \_\_\_\_\_, 2019, by and between Lux Events LLC hereafter referred to as **Lux Events**, and \_\_\_\_\_ (Full Name) or \_\_\_\_\_ (Company or Organization), hereafter referred to as the **Renter**.

Whereas, the **Renter** desires to temporarily rent, occupy, and make use of the Lux Event's venue, located at **12680 McManus Blvd, Newport News, VA 23602** and known as the **LUX EVENT CENTER**, and

Whereas, the Lux Events agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The **Renter** shall pay to **Lux Events** the sum of \$\_\_\_\_\_ no later than \_\_\_\_\_ (10 days before the commencement of the rental period). If the say of the agreement is less than 10 days before the commencement of the rental date than the full sum is due. Of this amount, \$\_\_\_\_\_ is the rental fee as determined on the fee schedule of this agreement (page 3). The remainder, \$150.00, is a cleaning deposit which will be returned to the **Renter** upon verification after the Event that the **Renter** has complied with the cleaning requirements contained in paragraph 3 of this Agreement. Other damages and/or losses resulting from the Event will be billed to the **Renter** separately after the Event based upon actual cost of damages and/or losses. The **Renter** agrees to pay any legal costs associated with the settlement of such damages and/or losses.

2. The **Renter** shall have access to and use of the venue from \_\_\_\_\_ o'clock on \_\_\_\_\_, \_\_\_\_\_, 2019 to \_\_\_\_\_ o'clock on \_\_\_\_\_, \_\_\_\_\_, 2019 for the purpose of hosting the Renter's

\_\_\_\_\_ event. **Lux Events** shall provide access to the heated/air conditioned facility, tables and chairs, tables for serving food, access to two restrooms, and use of one refrigerator, one microwave, and one electric range for warming only. Lux Events shall provide Renter access to the venue no later than \_\_\_\_\_ A.M./P.M.

3. **Renter** shall remove all personal property, trash, and other items that were not present in the venue when **Renter** took control of it. This includes trash removal from inside and outside of the Event Center. Trash will be placed in plastic trash bags, tied shut and placed in the dumpster located in the parking lot behind the Event Center. Tablecloths will be left on tables. The lights, projection and PA systems will be shut off, unplugged and left in place.

Renter's Initials



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The projection and PA systems will be shut off, unplugged and left in place. The cleaning deposit will be used to bring the Event Center back to its condition before use to clean up spills on carpet, staining of tablecloths or similar damage as needed. If there is no abnormal cleaning requirements the entire cleaning deposit will be returned to the Renter.

4. Upon completion of the Event the **Renter** will turn off all interior lights and lock the exit door.

5. **Renter** will be liable for any physical damages, stolen property, illegal actions, and/or loss of reputation or business opportunities that Lux Events may incur as a consequence of the actions of **Renter** or any of **Renter's** guests while **Renter** is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from **Renter's** use of the venue.

6. Any disputes arising under this contract shall be adjudicated using Newport News/Virginia Law.

7. The **Renter** is responsible for compliance with local laws concerning alcohol. There will be no smoking in the facility or within 25 feet of any entrance/exit. All cigarette butts will be picked up as trash before closing the Event.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter's Full Name (Print)

(\_\_\_\_\_) - \_\_\_\_\_  
Renter's Phone Number

\_\_\_\_\_  
Renter's Address (No P.O. Box Address Accepted)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Renter's City State Zip Code

\_\_\_\_\_  
Renter's Email Address

\_\_\_\_\_  
Lux Event's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Lux Event's Full Name

P.O. Box 22682, Newport News, VA 23602  
Lux Event's Address

luxeventsva@gmail.com  
Lux Event's Email Address



# Lux Event Center Fee Schedule and Available Rentals

## Fee Schedule

\*\$50 per hour (minimum of 4 hours) \_\_\_\_\_ # of hours = \$ \_\_\_\_\_

## Monday & Tuesday Fee Schedule

\*\$25 per hour (minimum of 4 hours) \_\_\_\_\_ # of hours = \$ \_\_\_\_\_

Military Monday Special

\*\$35 per hour (minimum of 4 hours) \_\_\_\_\_ # of hours = \$ \_\_\_\_\_

Monday Special (Non-Military)

\*\$25 per hour (no minimum required) \_\_\_\_\_ # of hours = \$ \_\_\_\_\_

Non-Profit Tuesday Special

**\*\*\* Must show Military ID and/or proof of Non-Profit status to receive special rate \*\*\***

## Available Rentals

\*Spandex Chair Covers (Color(s) \_\_\_\_\_) \$1.50 each = \$ \_\_\_\_\_

\*Chair Bands (Color(s) \_\_\_\_\_) \$0.50 each = \$ \_\_\_\_\_

\*Chair Sash (Color(s) \_\_\_\_\_) \$0.50 each = \$ \_\_\_\_\_

\*White Round Table Linens (48" or 60") \$5.00 each = \$ \_\_\_\_\_

\*White Square Table Linens (4 ft or 6ft) \$5.00 each = \$ \_\_\_\_\_

\*Assorted Color Round Table Linens (48" or 60") Color(s) \_\_\_\_\_  
\$7.00 each = \$ \_\_\_\_\_

\*Assorted Color Spandex Square Table Linens (6 ft) Color(s) \_\_\_\_\_  
\$7.00 each = \$ \_\_\_\_\_

\*Assorted Color Satin Table Runners Color(s) \_\_\_\_\_  
\$2.00 each = \$ \_\_\_\_\_

\*Assorted Color Table Overlays Color(s) \_\_\_\_\_  
\$4.00 each = \$ \_\_\_\_\_

\* Projector \$15.00 = \$ \_\_\_\_\_

\* Projector Screen (120") \$15.00 = \$ \_\_\_\_\_

\* Podium \$25.00 = \$ \_\_\_\_\_

\* Dance Floor (10x10) \$50.00 = \$ \_\_\_\_\_

\* Red Carpet (4x25") \$20.00 = \$ \_\_\_\_\_

\* Gold Steel Stanchion \$8.00 each = \$ \_\_\_\_\_

\* Red Velvet Rope \$6.00 each = \$ \_\_\_\_\_

\* Stage (3x3) \$50.00 = \$ \_\_\_\_\_

\* White Pop Up Canopy Tent (10x10) \$20.00 = \$ \_\_\_\_\_

\* PA System \$35.00 = \$ \_\_\_\_\_

\* Wireless Mic \$10.00 each = \$ \_\_\_\_\_

\* Fog Machine \$15.00 each = \$ \_\_\_\_\_

\* Mirror Disco Ball (12") \$10.00 each = \$ \_\_\_\_\_

\* Two (2) Party Lights \$10.00 set = \$ \_\_\_\_\_

\* Photographer \$30.00 hour = \$ \_\_\_\_\_

Renter's Initials \_\_\_\_\_