

The Indigo Room
121 East H Street, Suite 101
Erwin, NC 28339

910-292-9180

The Indigo Room Rental Application and Contract

Name of Individual(s) or Organization:

Address:

City: _____ **State:** _____ **Zip:**

Phone Number(s):

Cell Phone Number(s):

Fax Number:

Email Address(s):

Principal Contact person or Event Coordinator (List name, telephone, & email):

Type of Event:

Will there be an admission fee? Yes ____ **No** ____

Time & Dates:

***Set Up Date:** _____ **Time(s):**

***Event Date:** _____ **Time(s):**

***Tear down Date:** _____ **Time(s):**

Initial & Date here:

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Estimated Attendance:

Set up Day: _____ **Event Day:** _____ **Tear Down Day:**

Alcoholic Beverage Present: Yes _____ No _____ (If Yes – you must have a Certified Erwin Police Officer on duty. See rules of contract for additional information)

Food Served: Yes _____ No _____

Catered: Yes _____ No _____ (If Yes – please list the name of the Catering Company with phone number and address:

Name: _____

Address: _____

Phone Number: _____

Live Music or Performers: Yes _____ No _____

Performers or DJ's Name: _____

Phone Number: _____

Rental Rates

We offer a complete **weekend rental rate of \$625**, starting on a **Friday or Saturday**; which includes a set-up/rehearsal day, event day, and clean-up day. Please note below our access times included in our rental package.

Friday weekend rental access times:

- Friday (set-up/rehearsal day) – 8:00 AM – 10:00 PM (Lock-up)
- Saturday (Event day) – 8:00 AM – 11:00 PM End Event (Lock-up)
- Sunday (Clean up day) – 8:00 AM – 11:00 AM (Lock-up & Vacate premises)

Saturday weekend rental access times:

- Saturday (Set-up/rehearsal day) – 8:00 AM – 11:00 PM (Lock-up)
- Sunday (Event Day) – 8:00 AM – 11:00 PM End Event (Lock-up)
- Monday (clean up day) – 8:00 AM – 11:00 AM (Lock-up & Vacate premises)

Note: Due to The Indigo Room being in the Downtown area and noise ordinance laws, amplified music must end no later than 10:00 PM on weekdays (Sun.–Thurs.)

and 11:00 PM on weekends (Fri.–Sat.).

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Rental Rates continued:

Week Day Rental – Monday thru Thursday – Weekend Rental – Friday/Saturday/Sunday

- Half Day Rental **\$195** (example: 4 to 5 hours Monday thru Thursday)
- Full Day Rental **\$275** (example: 6 hours or more Monday thru Thursday)
- Half Day Weekend **\$275** (Friday/Saturday/Sunday)
- Weekend (1 day) **\$375** (Friday/Saturday/Sunday)
- Weekend (2 day) **\$625** (Friday & Saturday or Saturday & Sunday)

Additional rental items may include but are not limited to: (please initial each additional rental requested)

Glass plates (\$1 per plate) _____ (how many?) _____

Candle Holders (\$1 each) _____ (how many?) _____

Table Cloths (\$6 each) ____ (how many?)____Overlays (\$2 each)____

Wedding Decorations (assortment-free with weekend rental) ____

Miscellanies Decorations \$____

Janitorial Staff Cleaning Fee (\$100) ____

Security Officer Fee (\$100)____ (Required if Alcohol is served)

Notes: _____

We reserve the right to NOT rent the facility for any events that The Indigo Room believes to be inappropriate for the facilities or disrupt the community. All rentals are at the discretion of The Indigo Room .

A non-refundable rental deposit of 50% of the total rental fees is required to secure an event date, along with a signed copy of The Indigo Room Application and Contract.

We also require a refundable security deposit of \$100. The security deposit will be refunded within fifteen (15) business days of the last day of the event, if premises are left in the same condition as rented. **Please leave all parts of the premises as found. Cleaning shall adhere to the Owner's standards.** (See attached Clean-Up List Addendum for required condition upon vacating premises.) **Failure to vacate at posted lock up times will result in loss of security deposit.**

The remaining 50% balance of fees and Security Deposit are DUE NO LATER THAN 30 DAYS PRIOR TO YOUR SECHULED EVENT.

Payment is to be made payable to:

Jackson Family Enterprises, LLC

309 St. Matthew Road

Erwin, NC 28339

Initial & Date here: _____

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Pet Policy: NO PETS ALLOWED INSIDE The Indigo Room

Smoking Policy: NO SMOKING INSIDE The Indigo Room

Insurance: All rentals MUST show proof of General Liability Insurance with The Indigo Room listed as additional insured; if alcohol is served during your event.

The Indigo Room Rental Includes:

- **Large Ballroom** (guest bathrooms for men & women, fully stocked with hand soap, trash bins, toilet paper and paper towels)
- **20 round Tables** (you will need to furnish table cloths if not rented from the Indigo Room)
- **140 Chairs**
- **2 – 8' Tables; 2 – 6' Tables; 2 – 4' Tables**
- **Refrigerator w/freezer in kitchen area**
- **Upon request additional decorations** (seasonal)

The Indigo Room Clean-Up Addendum:

- **Pick up all cups, plates, silverware, etc.**
- **Pick up trash in parking lot in front and back of The Indigo Room**
- **Place trash in dumpster (out back door)**
- **Unplug all lights**
- **Clean out refrigerator & freezer, wipe down inside**
- **Wipe down & clean kitchen countertops, sweep & mop floor**
- **Wash off all tables & chairs**
- **Neatly stack chairs & tables– place in there storage areas (DO NOT roll tables or drag chairs across floors)**
- **Sweep off sidewalk**
- **Bathroom – clean toilets, sinks, counters, mirror, & mop floors**
- **Report any broken chairs or tables, or other damage to The Indigo room manager**
- **Turn off all lights and lock all doors (back & two front doors)**

Room Rental Rate for this event: \$_____ (half day/full day rate)

Additional Rental Items Total for this event: \$_____ (table cloths, candles, etc.)

Security Officer Fee: \$_____ (\$25 per hour – minimum of 4 hours)

Total Rental for this event: \$_____ (please add above three lines for total rental)

Initial & Date here:

The Indigo Room Manager Signature:

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The applicant, for him/her/self or the above organizations plus all members thereof, if applicable, **have read and fully understand and, further agree, to abide by the policies and procedures as stated in the rental policy.**

General instructions to Users, misrepresenting facts will jeopardize this Contract.

The applicant is fully aware that they will save, defend and hold harmless, **The Indigo Room and Jackson Family Enterprises LLC** and /or its members or agents from any of the aforementioned risks.

THIS CONTRACT CONSTITUTES THE SOLE, COMPLETE, AND BINDING AGREEMENT BETWEEN THE INDIGO ROOM AND THE PURCHASER/APPLICANT.

The law of the **State of North Carolina** shall govern this agreement with venue in the county of Harnett. If a party breaches this agreement, the non-breaching party shall be entitled to reasonable Attorney's Fees, court cost, and costs of collection of any valid judgment.

I/We also swear/affirm that the above information provided is true correct to the best of my/our knowledge:

_____**Date:**_____

Signature of Applicant and Title

Print Applicant's Name

_____**Date:**_____

Signature of Events Owner/Manager (The Indigo Room)

Print Owner/Manager Name (The Indigo Room)

**Please fax, email, or mail entire signed Application and Contract
to:**

Fax #: 910-891-4018

Email: taxwoman1070@msn.com

Mail: 309 St. Matthew Road, Erwin, NC 28339

“Rental Deposit” to be mailed with Application and Contract