

THE **Heart**
BALLROOM & LOFT
LIFE HAPPENS HERE!

RENTAL GUIDELINES AND POLICY

www.theheartballroom.com

ATTENDANCE/SEATING LIMITS:

Banquet Room: 200 (with Banquet Tables), 300 (theater), 500 standing room

RATES

Main Room Non- Event - \$75/hr
Overage Fee: \$50 every 1/2 hour

Main Room Event: \$140/hr (6hr minimum Mon-Thurs)

- \$75/hr additional Set Up Time fee
- Overage Fee: \$150/hr

Pricing Packages

All Pricing Includes 6 Hours Use (Setup, Breakdown & Cleanup Included) Chairs & Tables. (Taxes & Fees not included)

Weekdays (Monday thru Thursday) are ONLY \$850 - Weekend pricing packages below

The HeART Package

Includes:

Venue (w/o use of Balcony)
10 90' Inch Round Tables
2 Rectangle Food Table
100 Banquet Chairs
Complimentary Table Covers (Black)
Chair covers available for add'l fee

Friday - \$1200
Saturday - \$1500

The TOTAL Package

The HeART Package

1 Add'l Hour
5 Add'l Round Tables
50 Add'l Banquet Chairs
Table Covers (White or Black)
Chairs Covers (White or Black)
Up Lighting

Friday - \$1400
Saturday - \$1800

The ROYAL Package

The TOTAL Package +

4 Additional Hours (10 Total)
Seating for up to 200 guests
Table Covers (Choice of Color)
Chair Covers (Choice of Color)
Sound System + 2 Mics
2 Servers minimum

Friday - \$1600
Saturday - \$2100

The D.I.Y Package

Can't find the Package that works for you?

Just make your own! Tell us what you want us to provide!

We'll GLADLY give you a QUOTE!

A Minimum NON-REFUNDABLE Deposit of \$700 & a signed contract is required to reserve your date. No Exceptions. Please refer to our Guidelines & Policy Book for info regarding cancelations & other additional information regarding your booking. Taxes & Fees not included with pricing.

\$160/hr if you would like to add more hours or cut into another time slot.

Please Note: Any events after 2am are charged a rate of \$250/hr. No events allowed beyond 3am.

Note: Rap Concerts, Teen/College Parties or any events as per the discretion of The HeART Ballroom will not be permitted to go past 12am.

Please Note:

Non-Events Consist of Meetings, Rehearsals, Castings, Lectures and any other thing deemed "non-event" by The HeART Ballroom.

Events Consist of Parties/ gatherings/ live entertainment/ open mics/ celebrations and any other kind of happening deemed "event" by The HeART Ballroom.

DEPOSIT

- A non-refundable 50% deposit or \$700 (whichever is lower) and a signed rental agreement are required to reserve a specific rental date. A 100% deposit is required on all discounted bookings valued \$500 or less. Confirmation will be awarded on a "first come, first served" basis in accordance with the receipt of the reservation deposit. An invoice or receipt and copy of our rental guidelines and policy will be returned to the client and will act as confirmation of the reservation.
- **Deposits are non-refundable.**
- All prices are subject to change. Prices are **guaranteed** at the time of booking event.

DAMAGE/SECURITY DEPOSIT

A damage deposit of \$150.00 is required 2 weeks in advance of any event. Deductions from this deposit will be made for any damages. Should the damage amount exceed the deposited amount, the client accepts full responsibility for all charges. Any balance of the damage escrow will be returned to the client following the event. If we deem the space underwent normal wear and tear after your event you will receive your full security deposit by mail within no more than 7 Business Days after you event unless otherwise stated. **An alternate to the damage deposit is to place a signed credit card authorization in the Client's name on file.**

Things that may cause your damage deposit will be deducted in full(not limited to list)

Your event not ending on time - Damage to space that was not there prior to your arrival - Damage to furniture - Misuse of facility - Items being stolen from facility - Guests smoking inside facility - Unauthorized drinking inside facility - Furniture not placed back in original place (for clients doing self-setup) - Confetti being used.

PAYMENT

- Payments preferred in Cash
- Deposits may be paid by check, payable to **The HeART Ballroom**
- **No checks will be accepted less than 2 weeks prior to event date.**
- Full balance must be paid 2 weeks prior to event date or late fee of \$50/wk will be applied.
- Payments can be made with PayPal (3% fee – theheartballroom@gmail.com)
- Payments can be made by credit card (4% fee – By Phone or in person)

Payments can be made according to a 3-4 plan payment schedule based upon our discretion or in full. (10% fee applied for payment plans)

CANCELLATION POLICY

- Must be done within 2 months of event day
- All payments made to The HeArt are non-refundable.
- Partial payment may be refunded at the discretion of The HeART
- Any owed balance toward the required minimum deposit would be owed and required to be paid immediately.
- A new date (within 2 months into the future) can be chosen at a Discounted Rate upon discretion of The HeArt Ballroom.

HOURS AGREEMENT

It is understood that your rental time is for the hours you book only. Overage time will be charged and applied as indicated below.

- Setup and break down time are included within the hours that you book (unless stated otherwise).
- **DO NOT** instruct your guests to arrive at an earlier time, prior than your scheduled time block.
- **DO NOT** instruct your guests to arrive at the event start time indicated on your contract – This is your setup time.
- If your guests arrive prior to your scheduled booking you/they may be asked to wait outside.
- If you need additional time to set up, you will be required to purchase additional hours.
- Event rental is based on your time period and must not exceed that time frame unless prior arrangements are made.

Please note: We are not and do not run the same way as your average hall, club, or bar. We are a short-term space facility so every hour you would like to use, WE CAN DO THAT...for an additional fee.

Immediately following the booking, the Renter shall be required to leave the facility in an orderly condition, free of any food, beverages, equipment, etc. brought onto the property by the lessee, guests, vendors or associates. All trash is to be disposed of in the garbage cans provided.

If everyone from your group has not left the premises by your scheduled end time, you will risk losing your damage/security deposit. This includes your guests, staff, DJ's and you please make sure that they leave when you do.

SITE AGREEMENT

You consent to a walk through prior to your event or booking as well as after your event and booking to check the space.

FOOD

- The HeART Ballroom in partnership with Ocho Rios Kitchen offers on-site catering (Ask for a Quote/Menu)
- Outside Catering is allowed. Caterer will be requested to sign a liability waiver form.

BEVERAGE

In the event we allow you to bring in your own Alcohol, you **MUST**:

- **Hire Our armed guard for every 75 people**
- **Hire our bartender (\$20/hr)**
Please Note: When bartenders are hired, none of the members of your group (including yourself) are allowed behind the bar to help serve. In addition they (you) are not allowed to pass out bottles to tables, individuals or do any such thing to obstruct the authority, judgment of or nature of the duties of the bartender(s).
- **If the sale of alcohol is to be intended, you must obtain a social affair permit 30 days prior to event date. You are responsible for initiating the process and obtaining the necessary non-profit tax exempt document, printing the ABC form, acquiring necessary signatures (of which The HeART Ballroom must sign first), payment and mailing it in. You will not be able to sell alcohol on your day without this permit. If you do not acquire the social permit, and still would like to serve alcohol, it would have to be for free and for safety purposes, you will be required to hire OUR bartender(s) at which time there will be no exception to this rule.**

- **Cease the serving of alcohol 1 hour prior to your event end time**

FOR ALL BEVERAGES YOU CONSENT TO

- **Giving bottles/ cans to guests is strictly prohibited. Cups ONLY**
- **Bring your own ice**
- **Provide Certificate of Insurance listing THE HeART as additional insureds**

CONDUCT

- There is absolutely **NO SMOKING** anywhere inside the building. If you or your guests are found smoking inside the premises, including the bathroom, The HeART Ballroom holds the right to kick the offender out. If continued, your booking can be ended immediately with no refund. Remember that your guests are ultimately the renter's responsibility
- Smokeless cigarettes are permitted with our consent.

- The Renter shall be liable for all breakage and other damage or loss to property resulting from the occupancy and use of the building and grounds, other than normal wear and tear. No equipment shall be transferred from one room to another or from one floor to another except by permission of The HeART Ballroom.
- The Renter shall not remove, alter, adjust, or otherwise change any light fixtures or light bulbs, or turn off any electrical circuit breakers. Violation of this rule will result in forfeiture of the damage deposit plus the cost of any damage caused by such violation.
- At no time may guests loiter outside of the building.
- At no time may guests stand outside the entrance of the building and smoke. Smoking is not permitted on the grounds.
- Gambling, disorderly conduct, boisterous or profane language, use of tacks or nails, confetti, or rice, use of products which produce smoke indoors, is strictly prohibited. (Please call us well in advance of your rental date if you have any questions or concerns.)
- The Renter shall assume full responsibility for the character, acts and conduct of all persons admitted to the premises during the term of the rental contract and Lessee shall comply with all laws, ordinances, rules and regulations of the State of New Jersey and Essex County. If a violation occurs and is not immediately corrected, The HeART Ballroom will terminate the event with no refund.
- Applicant or applicant's representative must have a cell phone for emergency calls.
- If you, the renter, or your guests use the building and or outside premises for anything other than the intended use you will forfeit all deposits and fees and be responsible for any fines or damages where applicable.
- Newark has a sound ordinance in effect after 12am. We do not want the sound from your event to travel outside. If you or your DJ does not comply with this, The HeArt Ballroom holds the right to end your event at any time with no refund. In addition, if the police are involved & a ticket is given because of extremely loud music or any other misconduct from event, the renter will assume full responsibility for any tickets or summons issued.
- If any situation happens that is not justified by The HeART Ballroom as normal activity and may directly interfere with the safety of guests/staff or directly impact the business sustainability of The HeART Ballroom, We hold the right to end your booking immediately.
- If your event has gone over time and you refuse an overage fee, we reserve the right to end your event immediately.
- **The HeART Ballroom** reserves the right to refuse rental of the facility to any person, group or organization that has in the past, violated any policies and procedures, rules and regulations or has shown a disregard for persons or property or who in the opinion of **The HeART Ballroom** did not conduct themselves in a peaceable and appropriate manner.
- Due to the nature of your event, The HeART Ballroom holds the right to mandate the hiring of a security guard/ police officer for any event at the client's expense.

TICKETED PARTIES:

For all ticketed parties that is open to the public, WE RESERVE THE RIGHT TO LET YOU KNOW WHICH TYPE OF SECURITY AND QUANTITY IS NEEDED AT YOUR EVENT AT ANY TIME DURING YOUR CONTRACT.

Security Ratio:

- 1 Security guard for every 75 persons inside
- 2 Security guards at the door (1 male & 1 female)
- 1 Police officer to every 200 Persons

TEENAGE/COLLEGE GROUPS: Reservations must be made by an adult at least 21 years old. Teenage groups must be adequately chaperoned during the entire event (1 adult per every 25 teens). In addition, Security/Police will be required at client's expense.

10 PERSON STAFF/CHAPERONE/SECURITY MINIMUM FOR ALL TEEN/COLLEGE EVENTS REGARDLESS OF HOW MANY PEOPLE EXPECTED. STAFF MUST BE ALLOCATED AS FOLLOWS:

- 1 STAFF – EACH BATHROOM (Male & Female)
- 4 STAFF - MAIN ROOM
- 1 STAFF - STAGE AREA
- 1 SECURITY - UPSTAIRS HALLWAY/BATHROOMS
- 2 OFFICERS DOING SCREENINGS/ PATDOWNS AT DOWNSTAIRS DOOR

If you do not have adequate security present at your event start time, we reserve the right to not allow your event to happen until your security arrives.

GROUPS WITH CHILDREN:

Children are not allowed to continuously run around, jump on furniture, jump off chairs/tables/furniture, and pull on fixtures, doors or objects inside/attached to the facility that could cause damage to property. Children must be adequately chaperoned during the entire event. The HeART Ballroom is not responsible for watching children entering or leaving the facility or injury that may occur to children because of their own activity. The Lessee is responsible for all damages that may occur because of child tampering

LIABILITY

- The HeART Ballroom and its members, affiliates and representatives, assume no liability for theft, injury to guests or damage to guests' vehicles or property while attending an event/booking at our facility or while entering and exiting the building.
- Noise/ music from outside may occur during your event, unfortunately we will have no control of that.
- The HeART Ballroom assumes no responsibility for any food, snacks, beverages, or other items the lessee brings into the building.
- The HeART Ballroom assumes no responsibility for any ill result that may occur to your guests from the consumption of food, snacks, beverages, or other items the lessee brings into the building or items consumed from our or any other off site caterer.
- The HeArt Ballroom assumes no responsibility for any ill result that may happen to your guests in relation to alcohol consumption on and off our premises after they have consumed what you have provided.
- We are not responsible for watching your personal belongings do not assume responsibility for items left after the rental time.
- We are not responsible for failure to provide service to you due to acts of God, the law intervening, or any other thing that is out of our control. In addition, we will not offer a refund because of these happenings but are open to discuss necessary accommodations.

- All payments are non-refundable. If you miss your reserved day, you can schedule a new day up to 2 months (based on our availability) within a 10-day period. Throughout the 10-day period, we will hold the rescheduling as your responsibility to initiate.
- To protect parties involved, equipment and facilities will be inspected before and after each event.

SET-UP

- **UNLES OTHERWISE STATED, You are responsible for setting up your furniture and placement.** *If you would like for us to set up for you, we can provide staff to help you for your entire event for an additional \$60 per staff (4 hours)*
- Your team that is assisting you with removing your items from the building, cannot have consumed an abundance of alcohol or be drunk.
- All candles must be contained. Open flames are prohibited.
- No decoration shall be displayed on or hung from the ceiling or walls without prior consent from
- The HeART Ballroom. Violation of this rule will result in the loss of damage and any additional cost of replacing all ceiling tiles and/or wall sections.
- No confetti is allowed. If you decide to use confetti & leave it on the tables and floor, a \$150 fee will be deducted from your damage deposit.
- No taping signs on entrance door without The HeART Ballroom's consent
- Approved products to use for hanging are: Command Adhesive Poster Strips, or Scotch 3M mounting squares, mounting putty& industrial strength Velcro tape.
- Lessee shall remove all adhesive materials from walls, ceilings, tables, chairs and windows. Violation of this rule will result in loss of damage deposit.
- Dropping off items before your event must be made according to a schedule. Dropping off items' hours before your booking without confirmation by The HeArt Ballroom is strictly prohibited.
- Deliveries from 3rd Party Vendors need to be made as close to your booking time as possible.
- Lessee must not use decorations, which will deface the walls, ceilings, floors, etc. No rice, bird seed or confetti is permitted.

CLEAN UP

- Chairs must be stacked properly (for D.I.Y Clients Only)
- You are responsible for placing all rubbish in plastic bags.
- Everything that is brought into the building by the lessee must be removed before vacating the building.
- Room needs to look just like it did upon your initial entry.

LINENS - PACKAGES THAT INCLUDE LINENS

Any Additional linen that you may need must be pre-ordered at least 2 weeks from the event date to guarantee availability.

If your package includes linens, unless otherwise notified within 2 weeks of your event date, we will only provide linens based on the number of people/ guests you indicate on page 1 of this form.

Rush order on additional linens can be done at least 2-3 days before your event and is an additional \$150 fee

We will not be able to provide you with linens on the day of your event as a spur of the moment (except if available).

While keeping as close to your vision as possible, we reserve the right to substitute chair or table (colors/ fabric type) if our in-house supply becomes unavailable or damaged.

PACKAGES THAT DO NOT INCLUDE LINENS

If you would like Chair & Table Covers, they must be Must be pre-ordered and paid for at least 2 weeks prior to your event. If you need these items, you MUST contact us 2 weeks prior to your event.

Rush order on linens can be done at least 2-3 days before your event and might incur an additional fee.

We will not be able to provide you with linens on the day of your event as a spur of the moment (except if available).

If you do not order linens from us for your event and are bringing food, we do not provide linens for the food table.

While keeping as close to your vision as possible, we reserve the right to substitute chair or table (colors/ fabric type) if our in-house supply becomes unavailable or damaged.

RENTALS

Item	Event Rental Charge	Additional Items	
Tablecloths	\$10 each	Item	Event Charge
Chair Covers (Polyester/Spandex)	\$80 for \$100	Photography	Ask for Quote
Chair Sashes (Spandex, Satin or Organza)	\$1 each	Videography	Ask for Quote
Linen Installation	\$50	Deejay	Ask for a Quote
Sound System	\$125	Catering	Ask for a Quote
Cordless Microphone	\$25 Each		

PARKING – Private Parking is available for rent at 151 Broadway, Newark NJ. In addition, there is ample street parking with nearby Lots.

Event Planning Checklist

Event Planning Assignments	Timeline	Person/s Responsible	Task Completed
Reserve event location	3-6 months		Done.Yay!
Develop a budget	3-6 months		
Contact Caterers	3-6 months		
Make invitation list	3-6 months		
Contact/Confirm special guests if needed	3-6 months		

Make invitations Get your invitations from Majesty!!!! Shameless Plug>>>	2-4 months		
Post event in newsletters and/or on Website	2-4 months		
Recruit family/ volunteers to assist with event	2-4 months		
Draft program agenda	2-3 months		
Distribute event flyers/posters/mailing	2 months		
Develop slideshow or programs if necessary	2 months		
Rent additional chairs, tables, projector or other equipment if need	2 months		
Draft room layout	2-3 weeks		
Finalize volunteer schedule & tasks for event	2-3 weeks		
Review Audio Visual needs and confirm equipment with Majesty	2-3 weeks		
Print final program/ Banners or Posters (See Majesty for Prices)	1 week		
Make signs to direct attendees to event location/room (See Majesty for Prices)	1 day		
Set up event location, registration area, put up signs, etc.	1 day		
After event:			
Send Thank you Cards			
[Add more items as needed to this checklist]			