

# The Hippodrome Banquet Center

## Deposit Contract

Name/Contact \_\_\_\_\_

Co./Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home No. \_\_\_\_\_ Work No. \_\_\_\_\_

Cell No. \_\_\_\_\_ Other No. \_\_\_\_\_

Alternate Contact(s) \_\_\_\_\_

Date of Event \_\_\_\_\_ Check Day: M - T - W - TH - F - SAT - SUN

Type of Function \_\_\_\_\_ No. of Guests \_\_\_\_\_ Security @ Cost Alcohol Non Alcohol

**If Your Event is a Wedding:** No. in Wedding Party \_\_\_\_\_  
Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

Wording on Entrance Sign \_\_\_\_\_

Arrival Time \_\_\_\_\_ AM PM / Serving Time \_\_\_\_\_ AM PM

Entertainment Schedule \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Security Cost \$ \_\_\_\_\_ **Estimated Total Cost (without Add-ons) \$** \_\_\_\_\_

Amount of Deposit Enclosed \$ \_\_\_\_\_ Method of Payment Cash Credit Card Check # \_\_\_\_\_

**I UNDERSTAND THAT ALL DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

Customer \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (Signature)

Witness \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (Signature)



# Policies & Procedures

**Banquet & Meeting Rooms:** Room assignments are based on an anticipated number of guests. If there are fluctuations in the number of attendees, The Hippodrome reserves the right to re-assign the rooms accordingly. The Hippodrome also reserves the right to assess a labor fee for the set-up of meeting rooms with extraordinary requirements and/or last minute changes.

**Minimums:** All rooms have minimum expenditures. If the count does not meet the minimums, The Hippodrome reserves the right to assess the necessary fees. This minimum expenditure does not include the 20% set-up fee, applicable sales tax and gratuity.

**Retainer Fee:** A non-refundable retainer fee of \$200.00 is necessary to confirm all reservations. For weddings and large functions a \$750.00 retainer fee is required at the time of booking.

**Set-up Fees:** A set-up fee and sales tax are not included in the prices. A 20% set-up fee and 6.5% sales tax (subject to change) will be added to the final bill. The set-up fee is taxable by the State of Ohio Department of Taxation.

**Additional Fees:** Additional fees will apply to the following:

- Labor fees on special requests (example; *Cookie Display Tables*).
- Any party exceeding **4 hours** will be charged **\$100.00 per hour** there after.

**Payment:** Final payments for events **less than \$1,500** are due the day of the event. ALL credit card payments will include 3% transaction fee.

- Any function over **\$1,500.00** will require **50% (half of the total amount)** paid **7 days** before the event date and balance paid in full **48 hours (2 days)** prior to the event. Any **add-ons** to the bill will be charged the day of the event.
- Accepted forms of payment **7 days** before the event date are **cash, check (local) or credit card with a 3% fee.**
- Accepted forms of payment **48 hours (2 days)** before the event date are **cash or credit card with a 3% fee.**
- **If the total bill is not paid in full prior to the event date The Hippodrome reserves the right to cancel the event and all deposits will be forfeited.**

**Food & Beverages:** All food and beverages must be purchased from The Hippodrome unless we are unable to provide the requested menu selections. Please advise The Hippodrome of any requirements for Kosher, Vegan, Vegetarian or any other special menu requests so that additional vendor requests can be arranged, if necessary.

**Gratuity:** Gratuity is not included but greatly appreciated by the staff as confirmation that they have done an exceptional job. If you have any questions or concerns, please contact a manager.

**Damages & Lost materials:** The Hippodrome will not be held responsible for damage or loss of items. Please do not leave valuables unattended at any time.

**Security:** All parties require mandatory security. The Hippodrome will make arrangements at your expense. One officer is required for up to 200 people. Two officers are required for events hosting over 200 people.

**Alcoholic Beverages:** Alcoholic beverages are not permitted to be sold on our premises. If alcohol is to be served, the bartenders will be hired at your expense with only open bar status. Cash bars will not be allowed.

- All events (without alcohol) require a security officer at \$10.00 per hour.
- All events where alcohol will be served must have a police officer/sheriff that will serve all alcohol.  
\*40-200 guests require 1 officer / over 200 guests require 2 officers, at an approximate cost of \$20.00 per hours - per officer.

**Decorations:** All decorations or displays must be approved prior to the event. The following items are not allowed on the premises as decorations: Rice, confetti, birdseed, flower petals, etc. An automatic clean-up fee will be charged. Also if rooms are left extremely dirty or damaged, a recovery charge will be assessed.

**Final Counts & Menu:** All counts and menu selections should be given to The Hippodrome 10 days prior to the event in order to allow for necessary preparation. Count deductions are not allowed after the final count is given.

**Linens:** All Banquets are automatically charged \$1.00 per person for linens.

**Lessee Liability & Responsibility:**

1. The Lessee agrees that they assume any/all legal and financial responsibility/liability for the actions, safety, and well-being of any/all attendees (guests, registrants, press, etc.) and other participants (caterers, entertainers, service providers, vendors, etc.) involved in the contracted event and agrees to hold The Hippodrome, its owners, and agents blameless and harmless for same. This responsibility/liability includes, but is not limited to, property damage, personal injury, and criminal liability.
2. Although we only require proof of liability insurance for corporate events, it is highly recommended that you seek advice from your insurance provider(s) regarding products or coverage they may offer to limit your personal liability in the event of an unexpected incident or problematic situation.
3. In the event that the Lessee's absence from the event proceedings (including setup and clean-up) becomes necessary, they may assign a responsible adult(s) (age 18+) to act as their representative(s) or agent(s). Please note that this provision does not remove or limit the Lessee's liability/responsibility in any way. Any such individual(s) is acting on your behalf and you will still be held fully responsible/liable for their actions.
4. Lessee should inspect facility when they arrive and report any problematic situations immediately to The Hippodrome.. If you see a problem or situation that you feel you could be charged for later and do not report it immediately, we will have no choice but to assume it occurred during your rental period. It is not necessary to report any pre- existing stains or damage to walls since we inspect the facility after each rental period and note this type of information at that time.
5. Misuse of the facility, unruly or illegal behavior, failure to observe posted signage, and/or the failure to obey any portion of the provisions contained in this document or your rental contract constitute a breach of contract and may result in actions against the Lessee including, but not limited to, cancellation of rental period, immediate dismissal/removal from the facility, forfeiture of a portion or all of the Security and/or Cleaning Deposits or other funds already paid, additional fees or charges, and legal action.
6. Use of equipment, supplies, facility furniture/fixtures and decorative items, and/or any other items supplied to Lessee by The Hippodrome for use during contracted rental is expected to consist of the "normal" intended use of such items or any other uses specifically described in this document, posted signage, or any other addendum to Lessee's rental contract and is permitted only during the duration of the contracted rental period. Put simply, only use these items for what they're supposed to be used for and only use them during your rental period. For example, a chair is NOT a ladder so don't use it as one. The kitchen sink does NOT have a disposal so don't put anything other than liquids down the drain. The trash can liners are for use in our cans so don't take them home or use them to carry gifts or other items to your house. Any improper use or removal of Hippodrome supplied items will result in the forfeiture of your cleaning deposit and/or result in you being billed for additional charges.

**No Smoking:** Chapter 3794. of the Ohio Revised Code (ORC) prohibits all forms of tobacco smoke in all public places and places of employment and in areas immediately adjacent to the ingress or egress of the public place or place of employment. While immediately adjacent is not yet defined, proprietors must assure that smoke does not enter the area where smoking is prohibited through entrances, windows, ventilation systems, or other means.

No individual shall refuse to immediately discontinue smoking in a public place, place of employment, or establishment, facility or outdoor area declared nonsmoking when requested to do so by the proprietor or any employee of the business.

**I have read, understand and agree to all the above fees, terms and conditions.**

Customer \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (Signature)

Witness \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (Signature)

