



405 South Brooks Street • Wake Forest, NC 27587
 919.556.2038 • 919.556.0313
 Contact Nancy Riggle - nancyatjunction@aol.com

Rental Contract

Date of Rental _____ Number Expected _____
 Purpose of Rental _____ Set-up Start Time _____
 Event Start Time _____ Event End Time _____ Clean up End Time _____
 Name of Organization _____
 Contact Name _____ Email _____
 Address _____
 City _____ State _____ Zip Code _____
 Primary Phone _____ Alternate Phone _____

Sound System: No Yes **Linens:** No Yes **Set Up/Break Down:** No Yes
Cleaning by Tuxedo Junction: No Yes
Catering: Tuxedo Junction Other _____
 Other Equipment Rental Company: _____
Security (\$35 per hour, required if alcohol is served): No Yes (if yes) # of hours required: _____

Space Rental (7,200 sq. feet with seating up to 250;
 use of our tables and chairs; use of our Prep/Serving kitchen;
 use of the ice machine, refrigerator, microwave and coffeemaker) \$ _____
 Sound Equipment: \$ _____
 Linens: \$ _____
 Cleaning of club after event if you want us to do it: \$ _____
 Catering: \$ _____
 Security Guard Fee: (\$35 per hour, _____ hours, 3 hour minimum) \$ _____
 Set Up/Break Down of Room: \$ _____
 Sound Man (\$40 per hour, _____ hours): \$ _____
 Security (Damage) Deposit (refundable if no damage): \$ _____
Total Rental Price: \$ _____
 Deposit Required by _____ \$ _____
 Balance Due by _____ \$ _____

I have read, understand and agreed to the terms of this rental contract as stated on the back side of this agreement. Renter assumes all liability and shall hold Tuxedo Junction, it's owners and employees harmless in the event of injury to or resulting from any function held at Tuxedo Junction. Tuxedo Junction is not responsible for items lost or left by attendees.

Failure to pay either the deposit or the balance by the date indicated above will result in cancellation and another event will be scheduled.

Renter _____ Date _____
 Tuxedo Junction Representative _____ Date _____

Rental Terms and Conditions

Tuxedo Junction has a total of 7,200 square feet of rental space. There is a 40 x 40 foot cushioned hardwood dance floor. The balance of the floor is carpeted.

There are 38 cocktail tables that seat 4 and 1 six foot table that seats 8. 160 chairs are included in the rental. More are available if needed. Access to our prep/serving kitchen and use of the ice machine, refrigerator, microwave and coffeemaker are included.

Linens, sound equipment, clean up, set up and break down, security guard (required if alcohol is being served) and catering are not included in the basic rental price but are available for an additional fee.

Smoking is prohibited on the premises at all times. No liquids or food permitted on dance floor.

Bands and DJ's are allowed.

If serving alcoholic beverages, a security officer is required and will be provided by our establishment. He is required on the premises from the time you begin serving alcohol until the last person has exited the facility. There is a minimum charge for the security guard of three hours.

Before leaving the premises, the Renter is responsible for cleaning Tuxedo Junction. All event supplies should be removed from the room, all trash should be bagged, tied up and deposited in the trash bins located behind the building.

All event start, end and clean times must be adhered to those stated in the rental agreement. If additional time is needed, it must be approved by Tuxedo Junction and any additional fees for it paid by 30 days before the event.

No reservation is confirmed until the deposits and a signed contract are received.

The damage deposit will be held and returned within 15 working days after the event provided that there are no damages. Any charges due to repair of damages will be noted and deducted from the deposit. Should damages exceed the amount of the security deposit, Renter will be billed and payment will be due upon receipt.

Cancellations

30 or more days prior to the event:

Deposit is forfeited (lost) to the Renter

Less than 30 days prior to the event:

Renter is obligated for total rental fee minus deposit.

Tuxedo Junction is not responsible for items lost or left by attendees. Renter assumes all liability and shall hold Tuxedo Junction, owners, and all employees, harmless in the event of injury relating to or resulting from any function held at Tuxedo Junction.