

## The Fountains of Ramsey Event Center

### Weekday Contract

#### General Information

The Fountains of Ramsey facility is available for rent from 10:00a.m. - 1:00a.m. (unless other hours are approved) and includes use of the banquet room, outdoor patio, and lawn area. The banquet room will accommodate up to 400 people for a seated dinner or 625 people for a cocktail-style reception. Only caterers that have been approved and featured as an authorized caterer may hold functions at The Fountains of Ramsey Event Center.

#### The Fountains of Ramsey Weekday Rates:

Monday- Thursday full room: \$300 plus \$1/per person in attendance \*

Monday- Thursday 1/2 room: \$150 plus \$1/per person in attendance \*

\*Plus a cleaning charge of \$200.00

#### Inclusions:

- Tables and chairs for use in banquet room and patio.
- Screen, projector, microphone, DVD player, sound system and Wi-Fi internet.
- Wine glasses, pint glasses, mugs, pitchers, plates, silverware and serving equipment.
- Bar in the Event Center to serve beverages.
- Set up of chairs and tables before the event.
- Cleaning after the event, consisting of wiping down windows, chairs, sills, glass doors, mopping the dance floor and vestibule, vacuuming and cleaning the bathrooms (Assuming all the trash and debris is cleared from room).

#### Set Up

- Party may gain access to the Event Center for set up after 10:00 AM.
- A date and time for decorating must be predetermined.
- No tape, staples or other potentially damaging adhesives may be used on walls.
- Floor plan must be provided at least one week prior to event and be approved by The Fountains of Ramsey.
- Tables and chairs will be set up accordingly.

## Decorating

Decorating must be performed during the rental agreement times agreed upon. No decorations are allowed that leave any kind of residue; This includes confetti, glitter, silly string, tacks, staples, all types of tape or other items inside or outside The Fountain of Ramsey. Only votive candles and candles in hurricane style enclosures are allowed. No water gel beads for floral arrangements/vases. All decorations must be removed at the end of the event. Anything hung from the ceiling must be done by an insured decorator.

## Food

All caterers must be approved by The Fountains of Ramsey management.

### The caterer is responsible for:

- Setting up/serving/ replenishing food.
- Clearing plates, silverware, glasses and trash.
- Washing all plates, glasses and utensils used by guests in the party.
- Clean plates are to be placed in the appropriate tray or rack they came from.
- Cleaning kitchen, tables and other areas used by caterer.
- Removing all garbage and placing into dumpster on site.
- The caterer may use the catering kitchen for prepping/plating the food.
- No BBQ/grill may be used on the premises without permission.
- Caterers are responsible for removing their garbage from the premises and placing it into the on-site dumpster.

## Music and Entertainment

All musicians and/or DJs must cease playing by 12:00 AM (midnight). This will allow for time for musicians and/or DJs to dismantle their equipment and be off the premises by 1:00 AM. Bubble machines, dance wax or any other compound or substance spread on the floor is not allowed. Musicians/DJs may use the back parking lot to unload/load their vehicles.

## Deposit and payment

To confirm the date of your event, a deposit of half the rental fee is required along with this signed contract. The deposit will go towards your final bill. **The deposit or any payments made are not refundable upon cancellation of the event.** If the date is changed, the party is subject to a \$500 fee unless the original date is booked by another party. The full payment of the rental fee is due 30 days before the date of your event. A credit card number is required on file for any additional charges that may occur. A fee of \$5 per item will be charged if wine glasses or plates are broken or missing. The Fountains of Ramsey cannot and will not be responsible for acts of God, inclement weather or parties change of plans. A charge of \$300/hour will be assessed for every hour past contracted limit (this includes all guest/DJ/band/caterer/etc. For your protection, all guests should be notified of these hours. Additional fees may be assessed for extra cleaning.

### **Additional Information**

- Guest may not use the kitchen, production room, warehouse, back of building.
- The Fountains of Ramsey is a smoke free facility; smoking allowed outside only.
- No sparklers, bottle rockets, sky lanterns, firecrackers or any other fireworks allowed.
- Absolutely no weapons or firearms are allowed on The Fountains of Ramsey Event Center or grounds.
- Children must be supervised at all times.
- The Fountains of Ramsey representative will be on call should a problem arise.
- Linens may be furnished by the caterer.

BY LAW, NO ONE UNDER 21 YEARS OF AGE MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES.

Management may ask guests for identification to verify age. The Fountains of Ramsey and/or the caterer reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The party renting the facility shall ensure that no underage drinking is allowed. The Fountains of Ramsey is unable to assume responsibility for damages or loss of any merchandise or articles left on premise before, during or after your event. The Fountains of Ramsey personnel have the authority to contact law enforcement officials, if necessary, to protect The Fountains of Ramsey and personnel. The Fountains of Ramsey will not be held liable for injuries or property damage/loss during this function, including, but not limited to: death, personal injury, property damage and any other incidents that may occur to any person(s) by use of the building and premises during the term of this agreement. The term of the agreement begins when the first guest arrives on the property and concludes when last person leaves the property.

### **Hold Harmless and Indemnification**

The Fountains of Ramsey shall not be liable for any claim, loss, injury, damage or expense, either with respect to person or property, sustained by you, or any of your employees, agents, invitees and guests due to your use of the facilities, or arising out of the use, operation or condition of any equipment, machines or appliances used in the facilities or arising from any acts of negligence or the negligence of any employees, agents, invitees or guests of yours. It is agreed and understood that you hereby expressly release and discharge The Fountains of Ramsey and its owners, officers, employees, and agents from any and all demands, claims and actions arising out of any such causes. Moreover, it is agreed and understood that you shall defend, indemnify and hold harmless The Fountains of Ramsey and its officers, directors, employees and agents from and against any and all claims, demands, actions, losses, costs, damages and expenses (including, without limitation, reasonable attorney fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon or about the facilities due directly or indirectly to your use of the facilities. This obligation of yours to protect, indemnify and hold harmless The Fountain of Ramsey shall include the obligation to pay all reasonable expenses incurred by The Fountains of Ramsey and defending any such claims, including reasonable attorney's fees.

*The Fountains of Ramsey reserves the right to change the conditions of, or cancel, this agreement up to 60 days prior to rental. All deposits and payments will be returned in the event of The Fountains of Ramsey cancels the event.*

**The Fountains of Ramsey Event Center Agreement Form**

Date of event \_\_\_\_\_ Type of event \_\_\_\_\_

No. of guests \_\_\_\_\_ Event timeframe \_\_\_\_\_

Name 1 \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name 2 \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

Total Rental Fee \_\_\_\_\_

Deposit paid today \_\_\_\_\_

Remaining Balance \_\_\_\_\_ (including remaining rental fee, additional rentals and kegs)

Balance due by date \_\_\_\_\_

*Payment for any hosted beverages will be due at the end of your event before you leave.*

The Fountains of Ramsey Event Center location information:

The Fountains of Ramsey  
7533 Sunwood Dr NW, Suite 100  
Ramsey, MN 55303  
[info@thefountainsof Ramsey.com](mailto:info@thefountainsof Ramsey.com)

I, \_\_\_\_\_ (Renter's name) have read and agree to all terms in this contract.

Renter's approval and signature \_\_\_\_\_

Date \_\_\_\_\_

Caterer's approval and signature \_\_\_\_\_

Date \_\_\_\_\_

The Fountains of Ramsey approval and signature \_\_\_\_\_

Date \_\_\_\_\_