

# AGREEMENTS OF THE VENUE AT PLENTY

- **HOST** agrees to a contractual start and end time. This time includes first vendor in through last vendor out and events must be concluded by midnight. [Overage of any amount of time will be charged to credit card on file at a rate of \$300.00 per hour.]
- **HOST** agrees to submit the Floorplan Diagram 14 days prior to event date to be signed by both **PLENTY** and the **HOST** upon review. If the rooftop is being rented, a Plan A Setup as well as a Plan B Setup must be submitted. Plan B Setup is to be used during inclement weather that would affect a rooftop gathering.
- **HOST** agrees to unload via the alley access instead of through the east entrance off Broadway through the store. Guests may enter through the shop or the rear exterior stairs.
- **HOST** agrees to remove all personal belongings, decorations, rental equipment, flowers, trash etc. at the conclusion of the event. Please arrange pick-up of personal and/or rented items – they may not be left after the conclusion of event for any reason and may result in cleaning fee charges.
- **HOST** understands **PLENTY** is not responsible for any gifts, keepsakes, flowers, personal items, etc. left behind at the conclusion of any event. In the event decorations, packing materials, etc. are left in the venue at the end of the event, a cleaning fee will be deducted charged to the card on file.
- **HOST** agrees not to move or remove any venue fixtures without full consent of **PLENTY**.
- **HOST** is responsible for any damages at **PLENTY** due to negligence, including actions of **GUESTS** during contracted rental period. [Damages will be charged to credit card on file upon review.]
- **HOST** understands any attachable decor such as banners, signage, lighting, floral arrangements, must be attached to existing hardware without risking damage to the property in any way. Your method of attachment must be approved by **PLENTY** prior to set up. Please use zip ties or string to stabilize. No duct tape, nails or screws are allowed as it will damage the property and will result in charge to credit card for amount of repair.
- **HOST** understands, due to the nature of the slats in the rooftop decking and the public spaces surrounding the building, the use of glitter, confetti, flower petals, birdseed, hay bales or any similarly compared materials are prohibited and will result in cleaning fee. For further clarification, please ask the event manager.  
  - \*Sparklers are allowed in the alley, but not on the rooftop.
- **HOST** understands only enclosed flames are allowed on the property. [See Events Coordinator for further clarification if needed]

- **HOST** understands tobacco use or smoking, including vaping and hookah or chewing tobacco, is strictly prohibited on the premises of PLENTY by any persons. Smoking may occur 20 feet away from the building and all cigarette butts must be discarded in proper container.
- **HOST** understands food must be provided by a **PLENTY**-approved caterer. (Approved List can be found at [plentymercantile.com/catering\\_bar](http://plentymercantile.com/catering_bar))
- **HOST** understands **The Rooftop at PLENTY** is not wheelchair/handicap accessible and there is no elevator access. The two restrooms in the warehouse are ADA compliant.
- **HOST** understands **The Venue at PLENTY** is not rentable to third party events, events requiring a cover-charge for profit or open to the general public.
- **HOST** is responsible for communicating Venue Agreements to other vendors hired for their event.

### SPECIAL DATES AND RATES

- The Venue is unavailable for rent on certain dates: Christmas Eve, Christmas Day, Thanksgiving Day and Easter Sunday.
- The Venue can be rented on these dates for a rate twice the standard rate for desired date, season and package: New Years Eve, New Years Day, July 4th

### EVENT LIABILITY INSURANCE

- **HOST** understands Event Liability Insurance is required to host an event at **PLENTY**. **PLENTY Mercantile, LLC** must be listed as certificate holder (additionally insured) for \$1,000,000.00. "HOST LIQUOR LIABILITY" is required on policy with no exceptions. This measure protects the **HOST** in the event of an unintended accident related to the event.
  - This may be purchased through your current insurance provider or online through companies such as [www.theeventhelper.com](http://www.theeventhelper.com) and [www.specialeventinsurance.com](http://www.specialeventinsurance.com).  
*\*We strongly suggest purchasing wedding insurance to cover any expenses relating to the postponement of your wedding.*
- **HOST** understands Liability Insurance is due to **PLENTY** 48 HOURS prior to event date.

### WEATHER

- Every outdoor event is at the risk of being impacted by inclement weather. Aside from preparation, our chief concern is the safety of our clients, their guests, and our **PLENTY Mercantile** staff and equipment.
- We rely on the most up-to-date national weather forecasting data, as well as reports from several surrounding communication facilities in Oklahoma.
- If your event will be affected by imminent weather, please note that the following policies will be implemented at once:  
*\*You will be offered the option to reschedule to a date and/or timeline when **PLENTY** has an open date. If you do not have the flexibility for rescheduling, your contract will be forfeited, WITHOUT REFUND of any payments. **PLENTY** strongly advises wedding insurance.*
- If inclement weather requires contingency [**PLAN B**] to be set, **PLENTY** and Caterer must be consulted/notified by 12 noon to confirm plan. If unable to reach **HOST** by noon, **PLENTY** will set rentals at **PLENTY's** discretion.
- If inclement weather recedes and allows for safe use of rooftop, as determined by **PLENTY** Events Manager, event may precede on the rooftop. **HOST** is solely responsible for any change in set up after **PLAN A** or **PLAN B** has been set by **PLENTY**.

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## ALCOHOL POLICIES

- **HOST** understands and agrees to the Alcohol Policies
  1. Alcohol is prohibited on the premises without authorization of **PLENTY**.
  2. Alcohol must be served by a licensed bartender under an insured and approved caterer from the catering list.
  3. Alcohol must be dropped off in designated bar areas to be served by bartender.
  4. **PLENTY** has zero-tolerance policy for under-age drinking. It is illegal and authorities will be contacted.
  5. Sneaking in alcohol unbeknownst to **PLENTY** during any type of event will result in forfeiture of space without refund.

## SECURITY

- **PLENTY** is determined to provide a safe and family friendly venue. If **HOST's** guest list consists of 10 or more persons with the inclusion of alcohol OR 50 or more persons without alcohol, additional security charges will apply at a rate of \$120.00 per security guard. [See Event Coordinator for details] In regards to the safety of our guests, our establishment, and neighboring establishments; **PLENTY** and the security team reserve the right to determine anyone or anything to be excluded and/or removed from the event.
- Events planned for minors require a minimum of two adult chaperones, to be provided by client, for every 20 minors.

## CANCELLATIONS

- Event Reservation Fee Down Payments are non-refundable and non-transferrable to another date. If you would like to reschedule your event, the new date will be treated as an entirely new event and your original down payment will not transfer to hold new date.
- Cancellations within 30 days of the event date will forfeit the total rental fee.
- The Venue at **PLENTY** reserves the right to postpone any event due to safety concerns.
- Should weather become imminent, as determined by **PLENTY**, you will be given the option to reschedule your event [based on venue availability].
- **PLENTY** retains the right to cancel any event for any reason.

## BOOKING

- Dates will only be reserved when the following have been submitted:
  1. Signed Venue Agreement [last page of this document].
  2. Reservation Fee Down Payment of 50% or Payment in Full if event is less than 30 days out. [Non-refundable, even if rescheduling date.]
  3. Copy of host ID
  4. Copy of Credit Card [and Billing Address]
  5. Remaining Reservation Fee required 30 days prior to Event Date.

*-Credit Card on file will be charged for repair or replacement value in the event of property damage or theft. Host will be notified within 72 hours of damage and before card is charged.*

*-Credit Card may be used for remaining balance or rental fees, upon host approval.*

# VENUE AGREEMENT



{PAGE DUE UPON BOOKING}

This is a contractually binding agreement between the **HOST** and **PLENTY**. The completion of this form indicates the **HOST** understands and agrees to uphold The Agreements provided by The Venue at **PLENTY**. Rates and services are subject to change and are only guaranteed by a signed contract and completed reservation. A reservation requires a signed Venue Agreement, half of the rate, a copy of the **HOST** ID and a copy of a Credit Card. This contract supersedes all oral agreements.

**DATE OF EVENT:** \_\_\_\_\_

**HOST NAME:** \_\_\_\_\_

**HOST EMAIL:** \_\_\_\_\_

## WHICH PACKAGE WILL YOU BE RESERVING?

- Standard Event- Rooftop & Warehouse [6 Hrs]*
- Standard Event- Rooftop Only [6 Hrs]*
- Standard Event- Warehouse Only [6 Hrs]*
- Wedding Reception or Rehearsal Dinner [8 Hrs]*
- Luncheon [Mon. - Thurs. // 10a-2p]*
- Sunday Funday [Sun 12a-4p]*
- Wedding [12 Hrs]*
- Micro Wedding Package [4 Hrs]*
- Photoshoot [7a -9p]*
- Rooftop Proposal [5:45p -7p]*

**YES, I HAVE RECEIVED & REVIEWED THE VENUE AGREEMENT & AGREE TO ALL TERMS & CONDITIONS.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

