



# Contract Terms

1839 South Main Street, Suite 400 Wake Forest, NC 27587 919.453.1839 fax 919.453.1840 [www.eatshopplay.com](http://www.eatshopplay.com)

Thank you for considering the Mill Room for your special occasion. Please be assured that our staff will make every effort to provide the personalized service necessary for a successful event.

The rental fee includes 2 hours for set up, use of the Factory's audio/video equipment, and use of the room for the hours of the event. The Mill Room is available between 7 am and 11 pm daily. The rental agreement covers the Mill Room specified, with access to the parking lot and all common areas of the Factory.

1. The room fee and any other costs associated with your event are due in full 2 weeks prior to the event. All activities related to your event (decorating, deliveries, clean up) must be done within the contracted rental time.
2. If the reservation is cancelled, the deposit will be forfeited or may be applied to a future event in the same calendar year.
3. Events held in the Mill Room must be private and by invitation only - not open to the public. Absolutely no ticketed events, admission charges, money or donations to be taken at the door. Business expos, consignment sales, and training seminars that typically charge a fee for entry and are open to the public are welcome with prior pre-approval from the management staff before the rental agreement has been finalized.
4. All food and beverages must be approved by the Factory prior to the event. No cooking within the rental space or prep area. No propane, butane or other pressurized tanks are permitted within the facility. All Alcohol must be served must be in compliance with NC ABC regulations and served by a licensed provider using a certified bartender / A certificate of insurance including liquor liability is required. No cash bars or keg beer. Food must be served at an event at which alcohol will be served.
5. Wall decorations and/or directional signs must meet prior approval from the Factory. Only freestanding decorations, nothing affixed to the walls, ceiling, windows etc. Balloons must be tethered. Use of open flame candles, taper candles, glitter, smoke machines and confetti are not permitted on the premises. For wedding no rice or birdseed please. Bubbles and flower petals only.
6. The event host (customer) shall be responsible and shall reimburse the Factory for any damage, loss, or liability incurred on the premises by the customer's guests and/or by persons or organizations contracted by the customer to provide service or goods prior to, during and after the scheduled event.
7. The Factory shall not be responsible for any damage or loss of any merchandise or personal articles left on the premises prior to or after the scheduled event.
8. Entertainment is permitted during the use of the room based on the following conditions:  
All musical instruments may not be amplified in any way and must be kept at stage sound. Volume is set to manager's discretion. Vocals may be amplified at a minimal and reasonable volume. No smoke machines or fog machines are permitted.
9. The Factory shall not be liable for non-performance of this contract, when such non-performance is attributable to labor disputes or strikes, accidents, government (federal, state or municipal) regulations of/or travel restrictions, availability of food and/or beverages, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of and prevent or interfere with the performance of the Factory and its staff.
10. Events to be held for those under 18 years of age must have prior approval from the management staff in regard to the scope of the event. Chaperones will be required at a ratio of 1 adult to every 15 underage guests. In lieu of chaperones you may hire off duty Wake Forest Police officers at your own expense.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_