

**THE BALLROOM, INC.**  
 at  
 LoRiccio Tower  
 216 Crown Street - New Haven, CT 06510  
 Telephone: (203) 562-1211 - Telefax: (203) 865-2881

**THE BALLROOM - HOST AGREEMENT**

ORGANIZATION/INDIVIDUAL:

MEETING:

CONTACT:

TITLE:

ADDRESS:

PHONE NUMBERS:

CITY:

STATE:

ZIP:

THE BALLROOM is pleased to offer its third [3rd] floor facilities - subject to the terms and conditions on the next page - as follows:

The Ballroom [Main Room]	\$ N/A
The Yale Room [Front Paneled]	\$ 950.00
Kitchen fee required from caterers guaranteed by organization/individual	\$ N/A
Yale Room Bar - Board Room	\$ N/A
Bar - Service to Ballroom	\$ N/A
Private Reception Room	\$ N/A
Security Deposit (Refundable - see Terms and Conditions)	\$ 500.00
<b>Extras:</b> Additional hours @\$200.00	\$ 0.00

**SUBTOTAL**  
**TAXES**  
**TOTAL**

\$ 1,450.00  
 \$ Inc  
 \$  
 \$ 1,450.00

The parties mutually promise and agree that the herein described facilities and incidentals are herewith engaged and reserved for the date or dates set forth below a refundable deposit of **\$ 500.00** is herewith acknowledged as received by THE BALLROOM, INC. (hereinafter referred to as, "The Ballroom") from the undersigned organization/individual(s) on \_\_\_\_\_ for the date of \_\_\_\_\_ and it is expressly understood that said date is non-transferable. The full amount **\$ 950.00** is due and payable at least 10 days before the scheduled event. After said date, all monies shall be non-refundable. Upon failure to make any payment as required herein, The Ballroom reserves the right to release any date(s) and all space held without any liability to the organization/individual(s).

BILLING PROCEDURES	INCIDENTAL CHARGES [X] INDIVIDUAL(S)    [] ORGANIZATION	RENTAL CHARGES [ X ] ADVANCE PAYMENT [   ] CASH [ X ] CHECK
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**MEETING AND BANQUET REQUIREMENTS**

DAY	DATE	TIME (S)	FUNCTION	SEATING STYLE	NUMBER OF PERSONS	ROOM RENTAL
						Yale Room

Please return this contract no later than \_\_\_\_\_. If signed copy is not received by this date, we reserve the right to release all space held.

\_\_\_\_\_  
 Authorized Signature on behalf of Organization/Individual

\_\_\_\_\_  
 The Ballroom, Inc.

\_\_\_\_\_  
 By: \_\_\_\_\_ Date

\_\_\_\_\_  
 By: Lyssette Gutierrez for The Ballroom, Inc.

**THE BALLROOM, INC.**  
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**TERMS AND CONDITIONS**

The organization/individual(s) agrees to engage the services of a caterer that is recognized and approved as an Authorized Caterer, in the sole discretion of The Ballroom.

The organization/individual(s) agrees to be fully responsible for any and all damages caused by any invited guests or individuals authorized upon the premises and to pay for any such damage immediately upon conclusion of the event. All floors and carpeting shall be appropriately cleaned including the kitchen. Grease and cooking spillage shall be removed/cleaned from all kitchen appliances including the hoods, ovens, ranges, washer, counter surfaces and walk-in cooler. Upon acceptance of conditions of the premises, the security deposit will be refunded; otherwise it shall be applied to damages.

You agree to indemnify and hold The Ballroom, its agents, servants or employees harmless from any loss, damage, expense, award or judgment arising out of any claims or lawsuits for personal injuries, property damages or other torts committed by you or your invites, guests, members, or employees attending the function.

In the event of a default of any obligation, term, or condition herein, the organization/individual(s) agrees to pay any and all costs of collection including attorney fees.

The parties expressly understand and agree that The Ballroom reserves the right to allow photographers of its own choice, to take photographs of the individuals, the arrangements and/or the displays without any obligation, costs and/or expense to The Ballroom.

The \$950.00 fee entitles you to a five hour rental of THE BALLROOM and YALE ROOM **for your event\***. Any hours after the five will be charged at \$200.00 per hour (\*this does not include preparation time or clean up time).

The small bathroom adjacent to the coat room is restricted for the use of elderly and handicapped only.

There is absolutely **NO SMOKING** in the Ballroom or Yale Room. The rugs will be checked for burns.

You, and/or your caterer are responsible to set up the facility before the event and to clean and break down the facility after the event. This will include cleaning the entire kitchen (washing the kitchen floor, cleaning the ovens, stoves, sinks, removing the trash, etc.). Additionally the bathroom, THE BALLROOM and YALE ROOM must be cleaned and trash removed and entire area vacuumed.

Any private security you may want to hire will be at your own expense. The Ballroom does **not** provide security.

You, and/or your caterer will need to hire any bartenders you require.

Caterers and Bartenders must give us a copy of their license and insurance certificate for our records.

The Ballroom shall require a special (one day) insurance policy for damages and liability. Minimum limits of coverages shall be as follows: property damage \$50,000.00, Fire Coverage \$100,000.00, Commercial General Liability \$1,000,000.00. This coverage shall name **THE BALLROOM, INC AND LORICCO TOWERS CONDOMINIUM ASSOCIATION** as additional insured(s). Such insurance coverage shall be evidenced by a Certificate of Insurance which shall be presented to The Ballroom not less than seven (7) days prior to the event. This will be at your sole expense through a Grade A insurance company.

The organization/individual(s) is/are responsible for any damage caused in the delivery of any and all items to The Ballroom including, but not limited to, the lobby granite floor, the common areas of the building, doorways glass etc. Elevator pads **MUST** be installed when loading and unloading, etc.

This agreement shall be governed and interpreted in accordance with the laws of the State of Connecticut.

The parties agree that this contract constitutes the entire agreement of the parties.