



beyond ordinary, extraordinary

HALL RENTAL AGREEMENT

Reception Date:

The Profile Event Center's (hereinafter PEC) minimum is \$_____ plus sales tax and eighteen percent (18%) service charge. The food and beverage menu is attached hereto and incorporated herein by reference.

- (1) The host's selections (maximum of three entrees) from the food and beverage menu shall be communicated to PEC a minimum of sixteen (16) days before the reception date.
- (2) The PEC's policy is to reserve every day possible for receptions, conferences, and meetings. In the event the night before a scheduled event is not reserved, the host will be allowed into the facility to decorate at no charge. If there is a scheduled event, the host will be permitted in the banquet hall the morning of their event at 10:00 AM. PEC may conduct tours until Host's reception begins.
- (3) A \$750.00 nonrefundable deposit is required to confirm a reservation. An additional \$750.00 nonrefundable deposit is required 180 days prior to the reception date. The remaining balance shall be paid in full sixteen (16) days before the reception date. Events cancelled 180 days prior to the reception date are required to pay the above-referenced minimum.
- (4) Events with alcohol shall be concluded by 2:00 AM with the hall vacated by 3:00 AM.
- (5) Upon reaching the minimum, at no additional charge, the hall includes chairs, tables, china, flatware, standard table linens, skirting and napkins (white, black, or ivory only). Additional linens may be ordered at an additional fee. Table and chair set up is included. The hall also includes complimentary a dance floor, sound and light system, and video projector with screen. Chair covers, sashes, centerpieces, other décor items and in-house DJ are available for an additional charge and may be included to reach the minimum (please see our website under the Information Page for updated options with fee schedule). The eighteen percent (18%) service charge is a rental hall fee and is not a gratuity paid to PEC staff.
- (6) Host shall pay reasonable attorney fees incurred by PEC in enforcing this agreement. Host shall indemnify PEC against and hold PEC harmless from any and all costs, claims or liability arising from; (a) host's use of the hall; (b) the conduct of the host's guests; (c) any breach or default in performance of the host's obligations under this agreement; and (d) other acts or omissions of the host. Host shall defend PEC against any such cost, claim or liability at the host's expense with counsel reasonably acceptable to PEC. As a material part of the consideration to PEC, host hereby assumes all risk of damage to premises or injury to persons in premises arising from host's event, and host hereby waives all claims in respect thereof against PEC, except for any claim arising out of PEC's gross negligence or willful misconduct.

Agreed and Accepted

Host _____

Date Signed _____

PEC Representative _____

Date Signed _____

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