



REFINERY NORTH | REFINERY COURTYARD | REFINERY SOUTH | THE RESERVE

## RENTAL GUIDELINES

### 1. EVENT TIME

#### 1.1. THE REFINERY

For events occurring at The Refinery (Refinery North, Refinery South, and/or Refinery Courtyard) on Fridays, Saturdays, or Sundays the standard rental period is five (5) hours of event time [six (6) hours with entire facility rental] with a guaranteed three (3) hours set up and one (1) hour break down, for a total of nine (9) consecutive hours [ten (10) with entire facility rental], unless noted on the rental agreement.

The standard rental period for events occurring Monday through Thursday is four (4) hours of event time with a guaranteed two (2) hours set up and one (1) hour break down, a total of seven (7) consecutive hours, unless noted in the rental agreement.

All event time begins at the anticipated guest arrival time.

All-Day Upgrade: Should the Client choose to add the All-Day Upgrade to a standard rental, the Client will have access to the rented event space(s) from 10:00AM (on the event day) to 1:00AM (the day following the event date). The Client may use the space(s) as desired during this time. All set up and breakdown must occur during the 10:00AM to 1:00AM time frame. Additional hours extending beyond the timeframe are subject to availability and the standard fees below.

Additional event hours may be added to a standard rental at any time before or during the event at a rate of \$300 per hour. Additional hours added during the event are subject to approval by the venue staff on duty, as well as the caterer/bartender and any other event vendor affected. All events must end by 2:00AM the morning following the start of the event.

Additional set up/break down hours may be purchased at a rate of \$150 per hour on the event date. Additional set up hours are based on availability. Should the Client wish to purchase the day prior to the event date for set up, this may be done for a cost of \$750 per space for access from 10:00AM to 5:00PM. The set up day prior to the event date may only be added 30 days or less before the event date.

Holiday rates will apply to select dates that fall on holidays, days adjacent to holidays, and days of The Refinery's discretion (ex: Thunder Over Louisville, first Saturday in May and previous Thursday and Friday {Derby Week}, Sunday before Memorial Day, Fourth of July, Sunday before

Client INITIALS: \_\_\_\_\_

Labor Day, New Year's Eve, etc.). Please contact the office to obtain holiday pricing.

Prices and inclusions are subject to change without notice prior to the execution of a rental agreement.

## **1.2. THE RESERVE**

For events occurring at The Reserve on Fridays or Saturdays, the standard rental period is from 10:00AM (on event date) to 1:00AM (the day after the event date); this time includes all set up and break down time.

For events occurring Sunday through Thursday the minimum rental time is four (4) consecutive hours that is inclusive of set up and break down time. Event times are determined when the rental agreement is executed and may only be altered or added to should the time be available. Multiple events may be scheduled on a single day so changing event time or adding time may not be available. If additional hours are available, the additional hours may be added at the same hourly rate as when the agreement was executed. The All-Day Upgrade is not available at The Reserve.

All events must end by 2:00AM the morning following the start of the event.

Holiday rates will apply to select dates that fall on holidays, days adjacent to holidays, and days of The Refinery's discretion (ex: Thunder Over Louisville, first Saturday in May and previous Thursday and Friday {Derby Week}, Sunday before Memorial Day, Fourth of July, Sunday before Labor Day, New Year's Eve, etc.). Please contact the office to obtain holiday pricing.

Prices and inclusions are subject to change without notice prior to the execution of a rental agreement.

## **2. PAYMENT PROCEDURES**

The Refinery requires prepayment of event costs before any event occurs. A fifty percent (50%) non-refundable first payment is required within seven (7) calendar days from receiving the rental agreement. A signed rental agreement and first payment are required to secure the event space on (a) specific date(s).

The non-refundable first payment will be applied to the total balance due. The remaining balance is due thirty (30) calendar days prior to the event; at this time a completed credit card authorization form will be required. An invoice will be sent for any costs incurred after the final balance has been paid. Additional charges may be incurred for a variety of reasons such as: additional hours added at the event, unscheduled docking fees, last-minute changes affecting personnel schedules, numerous revisions, and damage to facilities, among others. The invoiced amount will be charged to the credit card on file one week after the invoice has been sent if no further communication has been received from the Client.

Client Initials: \_\_\_\_\_

Visa, MasterCard, Discover, and American Express are the only credit cards accepted. Charges may appear as "Fleur de Lis Events & Design." A convenience fee of four percent (4%) will be applied to all credit card transactions when the cardholder and card are not present at the time of transaction for the card to be used; this includes phone orders or transactions processed with the credit card authorization form. Other forms of payment include cash, check, money order, or certified check. All checks should be made out to "The Refinery."

All payments made, including first payments, subsequent payments, payments for additions, and payments for decor, are non-refundable.

All payments made within fourteen (14) calendar days of the event, must be paid with cash or certified check. In the event full payment is not received by the last business day prior to the event date, the Client acknowledges and agrees that The Refinery and Fleur de Lis Events and Design LLC shall have no further obligation to the Client; therefore, canceling the event without the return of any payments or option to rebook.

In the event any check is returned for insufficient funds, a returned check fee of \$100.00 will be imposed. The Client will be responsible for all costs incurred in the collection of delinquent accounts, including reasonable attorney fees, finance charges, etc.

Events booked within thirty (30) calendar days of the event date must be paid in full when the rental agreement is executed. The amount paid is non-refundable, and additional payments are subject to the guidelines contained herein.

All rental fees are subject to all current state and local sales tax. Tax exempt organizations must pay The Refinery directly and must provide tax exemption documentation when the rental agreement is executed in order to receive this exemption.

### **3. CANCELLATIONS**

All payments are non-refundable, including but not limited to first payments, subsequent payments, payments for additions, payments for decor, and final payments.

Should the event be canceled by the Client more than ninety (90) calendar days prior to the event, the Client will have the opportunity to rebook a future event (on any available day other than the originally contracted date) at the original facility. All monies paid will be applied to a new agreement subject to any price and guideline changes. The new rental agreement must be executed prior to the original event date. After the original event date has passed, all monies and opportunity to rebook will be forfeited. The Client will only be able to cancel and rebook one time.

If the event is canceled by the Client ninety (90) calendar days or fewer before the event date, the Client is responsible for any remaining balances and will have no option to rebook. A completed credit card authorization form will be required along with the official cancellation document.

Client Initials: \_\_\_\_\_

All cancellations must be confirmed in writing by the Client/Renter listed on the rental agreement. Once written intent of cancellation has been received by The Refinery, a cancellation document will be sent for acceptance along with a credit card authorization form. The date of cancellation will be determined as the date the cancellation document and credit card authorization form are received completed from the Client.

If any event is to be canceled or postponed due to extreme weather conditions, The Refinery must be notified at least twenty-four (24) hours in advance, if at all possible. The Client will then be able to reschedule, without penalty, for another available date within six (6) months of the original event date.

#### **4. FORCE MAJEURE**

Should events, unknown at the time of executing the rental agreement, beyond the reasonable control of Fleur de Lis Events and Design LLC/The Refinery and the Client, including but not limited to:

- (1) acts of God,
  - (2) war, including armed conflict,
  - (3) government regulation or advisory (including travel advisory warnings by the government, World Health Organization, or limitations on gatherings),
  - (4) quarantine,
  - (5) civil disturbance in the local area,
  - (6) strikes
  - (7) terrorism or threats of terrorism in the United States as substantiated by governmental warnings or advisory notices,
  - (8) curtailment of transportation services or facilities which would materially affect attendees from attending the event,
  - (9) disaster, fire, earthquakes, tornados
  - (10) unseasonable extreme inclement weather
  - (11) shortages or disruption of the electrical power supply causing blackouts or rolling blackouts or other essential utilities, or
  - (12) any other comparable conditions that occur either in the location of the event or in the counties or states of origin of at least 60 percent of the guests or along their routes of travel,
- making the event commercially impracticable, impracticable to perform, illegal, or impossible to fully perform under these guidelines as the Parties originally contracted, the affected Party may terminate the rental agreement, without liability, upon written notification. The Client may choose to postpone the event to another available day adhering to the current guidelines and pricing at the time of rebooking. If the Client chooses not to rebook within thirty (30) days of the written notice, all monies paid will be forfeited and not made available to be used on a new agreement. Notice under this provision may be given at any time in advance of the event provided that the notifying Party has met the requirements of this provision.

Client Initials: \_\_\_\_\_

## 5. SET UP AND BREAK DOWN

All venue equipment set up and break down will be provided by The Refinery. Any items not provided by The Refinery are the responsibility of the Client/vendor for set up and removal. All décor, rentals, equipment, and event related items not provided by The Refinery are to be removed from the premises immediately following the event; Fleur de Lis Events and Design LLC/The Refinery are not responsible for items left after the event. All trash must be removed from the facilities at the end of the event and may be placed in the provided, on-site dumpster; this includes all areas inside the facility including Lounges, the area surrounding The Refinery/The Reserve, and the parking area used by guests. Please note that while 32 gallon trash cans on wheels are provided, trash bags are not provided by The Refinery; trash bags must be provided by the Client/Vendor(s). A minimum fee of \$300 will be applied if the space has not been properly cleared post-event which includes, but not limited to, trash, boxes, decor, rentals, and other items without prior approval.

## 6. VENUE EQUIPMENT

The Refinery will provide the following items unless otherwise specified on the rental agreement:

### *Refinery North or Refinery South:*

35: 60" Round Tables                      1: 48" Round Table                      20: 72"x30" Tables  
350: Mahogany Chiavari Chairs with Ivory Cushions  
35: 85"x85" Linens in either Black, White, or Ivory for the 60" Round Tables

### *Courtyard:*

350: Mahogany Folding Chairs

### *The Refinery Entire Facility:*

70: 60" Round Tables                      2: 48" Round Table                      40: 72"x30" Tables  
700: Mahogany Chiavari Chairs with Ivory Cushions                      350: Mahogany Folding Chairs  
70: 85"x85" Linens in either Black, White, or Ivory for the 60" Round Tables

### *The Reserve:*

12: 60" Round Tables                      1: 48" Round Table                      8: 72"x30" Tables  
120: Mahogany Chiavari Chairs with Ivory Cushions  
12: 85"x85" Linens in either Black, White, or Ivory for the 60" Round Tables

Chiavari chairs are to remain inside the facility during all events and may not be used outside or in the Courtyard.

Declining to use items included in the rental of the space will not result in a credit, discounted rate, or deduction in balance due.

Wireless internet services are available at each facility; login information will be provided the day of the event to the day of contact established at the final meeting. Requests for additional technological services (phone line, internet hard lines, etc.) must be made in advance and may be provided for a charge.

Client Initials: \_\_\_\_\_

## **7. THE REFINERY COURTYARD**

The Refinery Courtyard may be added to either a Refinery North or Refinery South rental when available. The Courtyard cannot be rented independently and is rented on a first come, first served basis. Access to the Courtyard is not permitted for any reason unless rented. Chiavari chairs included with the indoor facilities are not permitted for use in the Courtyard. The rental of the Courtyard includes up to 350 mahogany folding chairs.

Tents are permitted in the Courtyard but can only be contracted through The Refinery. Should the Client need a tent, a quote will be provided for the Client to review; a non-refundable payment of fifty percent must be received for a tent to be held for the Client. Should a tent be cancelled after any payment is made, the payment will not be refunded and may not be made available to be used for other items. Full payments for tents will be required if the tent is cancelled within seven (7) days of the event after a first payment has been received. Tents are subject to availability and must be confirmed and paid for at least seven (7) days prior to the event. The Refinery will secure the needed tenting permits and will oversee the installation and removal of the tent. In the event a tent is installed and lightning is present within one (1) mile, the tent must be evacuated until the impending weather has passed. The venue staff on duty will have final say as to when evacuation and/or re-entry can occur.

In the event the Courtyard is not usable due to weather, no refunds or further accommodations will be made. If the Client wishes to have a back up location to the Courtyard and has not rented the entire facility, the Client may choose to rent another available area at the rate when the agreement is executed (i.e. the rate difference between the rented event space and The Refinery Entire Facility or the rental cost of The Reserve at the rate when the original agreement was executed).

Smoking in the Courtyard is permitted as long as no tents are erected, all butts are properly disposed in the provided smoker's receptacles, and smoking does not occur within eight (8) feet of any door. Should a Client choose for the Courtyard to be smoke-free, the Client must inform The Refinery at the final meeting so that the smoker's receptacles can be removed and signage installed.

## **8. REHEARSALS**

Rehearsals for ceremonies may be scheduled based on the availability of the facility. Rehearsal inquiries may be made at anytime after the execution of the rental agreement, but will be subject to availability until thirty (30) days prior to the event date. If a rehearsal inquiry is made, the Client will be notified as soon as possible should the event space be booked by another Client on the requested rehearsal date prior to the official confirmation. After official confirmation and payment of the rehearsal fee, the Client will be granted access for one (1) hour of time in the space being used for the ceremony.

## **9. PARKING**

Parking is included with all rentals at The Refinery. Parking is based on a first-come, first-served basis and parking spaces can not be reserved. There are approximately 1,032 parking spaces available within Water Tower Square (the property on which The Refinery/The Reserve resides). All

Client Initials: \_\_\_\_\_

parkers must abide by all posted placards. Fleur de Lis Events and Design LLC/The Refinery is not responsible for any incidents that may occur in or because of parking at The Refinery/The Reserve/Water Tower Square.

To ensure your guests and vendors park near the event entrance, it is recommended that all invitations include either Refinery North, Refinery South, The Refinery (when the Entire Facility has been rented), or The Reserve and use the following address:

Refinery North - 500 Missouri Avenue, Jeffersonville, IN 47130

Refinery South - 450 Missouri Avenue, Jeffersonville, IN 47130

The Refinery - 500 Missouri Avenue, Jeffersonville, IN 47130

The Reserve - 380 Missouri Avenue, Jeffersonville, IN 47130

Parking for Refinery North is immediately in front of the main entrance. Parking for Refinery South is directly across Court Avenue. Parking for The Reserve is immediately in front of the main entrance and directly across Court Avenue.

If the Client has rented the Refinery Courtyard and wishes for guests to enter through the Courtyard, signage will be posted at the main entrance of the rented facility directing guests to the Courtyard. The above addresses and facility names should still be utilized for invitations.

Events booked on the date of Thunder Over Louisville at The Refinery are required to rent the entire facility and will be provided with one hundred (100) parking vouchers that may be used at Water Tower Square in accordance to their terms and conditions (i.e. no in-and-out parking privilege, no reserved spaces). An event booked at The Reserve will be provided with 20 parking passes. The Client will be responsible for distributing the passes to all vendors and guests prior to the event date. Additional parking passes may be available for purchase at an additional cost. Guests attending an event at The Refinery/The Reserve on Thunder Over Louisville who do not have an authentic parking pass will not be allowed to park at Water Tower Square.

Should the date of Thunder Over Louisville be rescheduled to a date that (a) Client(s) has/have already contracted, The Refinery will make as many parking passes available as possible, understanding the total number of passes may need to be split between multiple events. All other requirements of this provision will remain in place and will be the responsibility of the Client (i.e. distributing the passes and obeying the parking rules).

## **10. VENUE STAFF**

A representative from Fleur de Lis Events and Design LLC/The Refinery will be available throughout the length of the Client's event and can be reached by calling or texting the office number (812.850.0034) should they not be immediately seen during the event. The venue staff will have final say on all matters dealing with or concerning the venue and property including, but not limited to sound levels and occupancy levels. The venue staff may not be someone that the Client has met or interacted with prior to the event date.

Client Initials: \_\_\_\_\_

## **11. SECURITY**

Security personnel will be required for events hosting more than 400 guests and will be the responsibility of the Client. Confirmation of security detail must be provided at least thirty (30) days prior to the event.

## **12. PHOTO RELEASE**

Fleur de Lis Events and Design LLC/The Refinery reserve the right to use images of your event and/or guests for marketing purposes.

## **13. DAMAGE**

Any damage to Fleur de Lis Events and Design LLC /The Refinery properties, or Water Tower Square beyond normal wear and tear will be billed to the Client. The Client is responsible for the repair and/or replacement cost associated with such damage. Any damage done to the fountain(s) will be billed to the Client; this damage includes but is not limited to foreign objects, drinks, food, or bodily fluids being placed in the fountain. Vomit located in any building or the Courtyard that is not properly cleaned up prior to the end of the event will result in an automatic \$300 excessive cleaning fee.

## **14. PERMITS AND LAWS**

The Client understands that they are fully and solely responsible for the event and the actions of their guests and vendors while at The Refinery. It is the Clients responsibility to follow all laws, mandates, requirements, and restrictions that are imposed on a federal, state, or local level on the event date.

If the Client's event requires a permit or license from any local or state government entity, the Client agrees they will secure all necessary permits/licenses at the Client's expense. Furthermore, it is the responsibility of the Client to know if a permit is needed for the hosted event. All special event permits and licenses need to be provided to the venue at least twenty-four (24) hours before the event start time.

According to Indiana State's Alcohol Beverage Law, it is illegal to serve alcoholic beverages to anyone under the age of 21 years. The Client renting the The Refinery and the event's bar service are responsible for observing and enforcing all alcohol related laws; Fleur de Lis Events and Design LLC/ The Refinery are not responsible. The bar service reserves the right to refuse service to individuals appearing to be intoxicated. Alcoholic beverages are not to be taken outside of The Refinery facilities; alcoholic beverages are allowed within the Courtyard. All alcohol beverages must be served by licensed and insured caterer and/or bar service; self-service of alcoholic beverages is strictly prohibited. All bar service of beer, wine, and liquor must end at least thirty (30) minutes prior to the end of the event; the bar may remain open to serve non-alcoholic beverages until the end of the event.

Smoking or the use of e-cigarettes is not permitted anywhere inside the facilities or within eight (8) feet of entry doors.

Client Initials: \_\_\_\_\_



## **15. INSURANCE**

All Clients are required to furnish a certificate of liability in the amount of at least \$300,000 unless all requested vendors are able to provide the necessary coverage detailed below. Please know the Client is responsible for all actions of their guests and vendors. Any damages caused by guests or vendors will be the responsibility of the Client.

All requested vendors are required to furnish a Certificate of Liability Insurance naming "Fleur de Lis Events and Design LLC dba The Refinery, and all its members, agents, servants and employees as additional insureds on a primary and noncontributory basis." The certificate of liability for professional companies should be in the amount of at least \$1,000,000. All bar service providers must provide a certificate of liability with liquor liability and certificate to serve in the state of Indiana. If the bar service is unable to provide liquor liability coverage, it is required that the Client purchase an insurance policy with host liquor liability. Bar services without certificates to serve will not be permitted at the facility. Please use the following address/e-mail and send all certificates to: *The Refinery, 500 Missouri Avenue, Jeffersonville, IN 47130; info@therefineryevents.com.*

Copies of insurance documentation must be on file at least fourteen (14) calendar days prior to the event date. Failure to provide necessary documentation will result in the vendor operating at the risk of the Client; therefore, all damages and incidents will be placed on the Client. Should the proper liquor liability insurance not be provide, no alcohol of any kind may be at the event.

Fleur de Lis Events and Design LLC/The Refinery may not be held liable for damages or incidents caused by the Client, guests of the Client, or the Client's contracted/non-contracted vendors before, during, or after the event.

## **16. CATERERS AND BAR SERVICES**

All arrangements with caterers/bar services are the responsibility of the Client who will need to keep venue staff informed of the caterer's arrival time and set up needs. In the event the caterer/bar service is not staying throughout the scheduled event time; or should food be provided by the Client, all "catering/bar service responsibilities" will fall to the Client, see below.

Caterer/Bar Service Responsibilities: The caterer/bar service will have access to a preparation area for food staging. This area will include running water in the form of a large sink and hand sink, work tables/counters, and trash cans (32 gallon on wheels). All other equipment, including trash bags and carts, needed by the caterer/bar service will be the responsibility of either the vendor or Client. The caterer/bar service (and Client) are responsible for returning the preparation area back to its original condition following the event. All trash must be placed in the on-site, outside dumpster at the end of the event. All rentals being delivered to and/or picked up from the facility must be scheduled in advance. Any rentals made without a scheduled appointment will either be refused or will incur an unscheduled docking fee charge. Rentals (china, flatware, glassware) approved to be picked up following the event must be tightly covered (placed in trash bags and tied) at the end of the event and left in the location dictated by the venue staff.

Client Initials: \_\_\_\_\_

Please note that the rental times stated on the rental agreement include both caterer preparation and clean up times.

A limited amount of alcohol may be consumed in the Lounges prior to the bar service arrival; but all alcohol must be placed with the bar service once on site.

## **17. EVENT VENDORS/CLIENT RESPONSIBILITIES**

The Client is responsible for all arrangements for food and beverage, decorations, entertainment, equipment needs, event coordination services, and other event related services. A list of all event vendors including primary contact and contact information, will be required at least thirty (30) days prior to the event. The Refinery has final approval of all vendors contracted by the Client. All event vendors/Clients are responsible for operating under the following guidelines:

Vendors/Client will have guaranteed access to the rented facility at the time indicated on the rental agreement. Additional set up time may be purchase as detailed in Section 1.

Vendors/Client are responsible for the set up of all event-related equipment, unless provided by The Refinery. All equipment and decorations must be removed immediately following the event. The Refinery is not responsible for the loss of or damage to any equipment left in or around the facilities.

Vendors/Clients must abide by all fire codes and regulations. The blocking of exit doors, fire extinguishers, fire alarms, egress routes, or emergency exits is strictly prohibited. The venue staff has the final say on such matters.

Vendors/Client are responsible for providing all equipment needed to load-in and load-out of the building including but not limited to carts, dollies, ramps, ect. These items will not be provided by the venue under any circumstance.

The use of confetti, glitter, birdseed, rice, and/or anything of the sort are not allowed inside or outside the premise. The use of artificial petals are not allow outside or in the Refinery Courtyard. The use of any of the prohibited items, previously listed, will result in an automatic excessive cleaning fee of at least \$300.

The use of sparklers outside the facilities are permitted with the acceptance of the sparkler guidelines, available upon request, signed by the Client/Renter listed on the rental agreement. Should the sparkler guidelines not be signed and filed with The Refinery prior to the event date, the use of sparklers is strictly prohibited and a fee of at least \$300 will be incurred.

No vendor/Client may hang items from the ceiling. Items may be hung from the ceiling by The Refinery and will result in an additional expense. Nothing may be adhered to any wall, ceiling, floor, door, window, table, or chair.

Client Initials: \_\_\_\_\_

All electrical and data cords must be properly secured with gaffer's tape; no other type of tape will be allowed. Due to the type of floor installed, all gaffer's tape must be removed in a slow and delicate manner as to not disrupt the flooring material.

All flames (candles) must be enclosed (container taller than the flame) and clean-burning.

The Client is responsible for the actions of any vendors or other agents, including but not limited to caterers, photographers, entertainers, decorators, and audio-visual companies contracted or not-contracted for the event. Any damages beyond normal wear and tear will be billed to the Client; even if caused by an event vendor. Any event vendor causing damage will not be allowed back in the facility until damage, repairs, and payments are complete.

Each party shall indemnify and hold harmless, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to, or loss of, the property of others, arising out of its use of The Refinery.

**ACCEPTANCE**

I, the Client, have read the entire contents of these guidelines, and not relying on verbal statements not contained herein, understand and accept this agreement.

\_\_\_\_\_  
Client/Renter (Please Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client/Renter (Please Sign)

Effective February 2021