

**Mirage LLC Rental Contract**

Location Address: 1640 Winchester Street, Decatur IN 46733

Mailing Address: 357 Melita St., Fort Wayne, IN 46802

[Adam@miragehall.com](mailto:Adam@miragehall.com), 2160-413-6311

I/We agree to rent Mirage LLC for a period commencing on \_\_\_\_\_ (Month/Day/Year) for the purpose of \_\_\_\_\_ (Function) .

- Mirage requires a non refundable payment equal to 1/2 the Room Rental Contract or \$450.00 whichever is greater is required for guarantee of room rental reservation.
- Standard rental length for a banquet is 5 hours. For each additional hour, a fee of \$190.00 will be charged for room rental, security, and service personnel. This requires a 24 hour advanced notice. Bartender use will be charged separately. All of our clients have the choice of hours they would like to host their event. However, as a courtesy to our neighbors, all events will end Friday and Saturday by 11:00 PM and Sunday- Thursday by 10:30 PM.
- Final payment must be received 14 days before your event via cash or check. No debit or credit cards. Up until 72 hours before your event you may increase the number of people in your party. No decreases will be accepted. Final payment on changes must be paid before the doors are unlocked for the event. All "Tax Exempt" organizations must provide a copy of their tax exempt certificate (ST-105) prior to the event.
- Cancellation policy – Once the date is reserved there is no credit for cancellations. With written consent the date can be advertised as available. If the date is rebooked the original contract will be void and the deposit will be refunded once the new contract is in place.
- No alcoholic beverages may be brought onto the Mirage facility or parking area. Because the State of Indiana regulates our alcoholic beverage sales, we are responsible for complying with the laws regarding these regulations. The law requires that no liquor, beer, wine, or champagne be brought onto the premises during your event. We will refuse service of alcohol to all minor or patrons intoxicated. Valid photo ID is required, when asked, for the consumption of alcoholic beverages, regardless of age. We have a zero tolerance policy for underage consumption and will contact authorities accordingly.
- Mirage banquet hall is a non-smoking facility. Smoking is strictly prohibited inside the hall.
- No food or beverage items can be brought into banquet hall; exception – Wedding cakes by board of health approved vendors only. All food and beverage to be served to your guests must be purchased from Mirage and be consumed on premise.
- ABSOLUTELY NO cannons, confetti, Piñatas, glue, nails, thumb tacks, staples, or tape allowed to hang pictures, signs or decorations. Cleanup charges will be assessed at \$200.00/hour with a 1 hour minimum.
- If any Mirage owned centerpieces are missing and or damaged at the conclusion of the event, replacement costs will be added to the final bill and must be paid within 3 business days.
- Mirage is not responsible for any injuries caused during any recreational activity/dancing, etc.
- Mirage is not responsible for damaged or stolen items. We will make suggestions on gift location etc to keep your party safe.
- Bar Policy – Bar Setup Fee of \$250.00 includes up to 5 hours for event. Includes 1 bartender for under 200 guests, 2 bartenders for over 200 guests. This provides a cash bar only. No alcohol is included in this fee.
- Cancellation due to inclement weather or other uncontrollable events – party will be charged in full with the ability to re-book at the next available date at the Mirage banquet hall. Inclement weather includes any form of state of emergency preventing travel to and from the facility locally. Uncontrollable events may include orders by the board of health, utility outages, and anything else preventing a safe event.
- A minimum total of \$3,000 before sale tax is required for all events scheduled. This includes food, beverage, room rental, decor, and all other services provided by Mirage. We do not have a minimum guest count.

All prices are subject to a 15% service fee and applicable taxes. Prices are subject to change with or without notice.

- There is a 15% service charge and State Sales Tax on all events at Mirage that will be added to your total bill.
- Room Setup and Clean Up is provided by Mirage staff.
- Guarantees: A final guaranteed guest count is required 14 days prior to your event date with full payment. This guaranteed number is the minimum for which you will be charged. Should you need to increase your guarantee, Mirage will accommodate increases up to 72 hours prior to your event. (Note: You may not decrease your guest count after the 14 day period prior to your event date.)
- Prices: Prices are subject to change unless guaranteed by a signed food agreement and paid in full. If your group is tax exempt, please forward your tax certificate prior to the event or tax will be charged.
- Liability: Mirage LLC will not be responsible for damage or loss to any merchandise, decorations, or personal articles left in the banquet facilities prior to, during, or after the event

Down Payment to secure specified date (\$\_\_\_\_\_ .00) Status \_\_\_\_\_

Mirage Representative: \_\_\_\_\_ Phone#: 260-413-6311 Date: \_\_\_\_\_

**Renter Signature:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Date** \_\_\_\_\_ **Email:** \_\_\_\_\_