

THE KOVE BAR, RESTAURANT & BANQUET

20 West Atlantic Avenue, Audubon, NJ 08106
856-546-0808 • info@thekoves.com • www.thekoves.com

EVENT & VENUE RENTAL AGREEMENT

CLIENT INFORMATION

Client Name(s): _____

Phone: _____

Email: _____

Address: _____

Today's Date: _____

Event Date: _____

Event Type/Occasion: _____

Event Start Time: _____ Event End Time: _____

Estimated Guest Count: _____

Room Reserved:

☐ Mezzanine Room (25–60 Guests)

☐ Ballroom (65–180 Guests)

☐ Restaurant Area

☐ Other: _____

Package/Menu Selected: _____

Price Per Person (if applicable): \$ _____

Additional Event Time Requested: _____

Soda Bar Included:

☐ Yes

☐ No

FEES & CHARGES

Required Deposit

Non-Refundable Deposit: \$500.00

Additional Fees (If Applicable)

Item	Fee
Dishwasher Fee (60+ guests)	\$150.00
Bar Setup Fee (Cash Bar/Open Bar)	\$200.00
Additional Setup & Cleaning Services	By Quote
Decoration Services by Venue	By Quote
Server Staffing	20% Gratuity (Add on final bill)
Live Entertainment/Band Fee	By Quote
Outside Vendor Fee	\$250.00 per vendor
Outdoor Vendor Fee	\$250.00 per vendor
Additional Event Time	By Quote
Credit Card Processing Fee	3%
NJ Sales Tax (6.625%) and Service Charge (20%) will be added to all applicable charges.	

ROOM RENTAL RATES

(These room rental rates are for venue-only rentals. If you choose to purchase food, beverages, or catering through us, our banquet package pricing will apply instead.)

MEZZANINE ROOM (2nd Floor)

4-Hour Rental: \$1,000

3-Hour Rental: \$800

2-Hour Rental: \$700

BALLROOM (3rd Floor)

4-Hour Rental: \$2,000

3-Hour Rental: \$1,650

2-Hour Rental: \$950

Included With Room Rental

- Standard room setup and cleanup
 - White linen table covers
 - Tables and chairs
- Standard room arrangement

Food, beverage service, bartenders, servers, decorations, and specialty setup are not included unless specified in writing.

All room rental fees must be paid in full at the time of booking.

PAYMENT TERMS

1. A non-refundable deposit of \$500.00 is required to secure the event date.
2. The deposit will be applied toward the final balance.
3. Final guest count and menu selections must be submitted no later than seven (7) days before the event.
4. The remaining balance is due in full no later than the day of the event unless otherwise agreed upon in writing.

5. Wedding receptions may require a 50% payment sixty (60) days before the event date.
 6. Payments may be made by cash, certified check, personal check, or credit card.
 7. A 3% processing fee will be added to all credit card payments.
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FOOD & BEVERAGE POLICIES

1. All food and beverages served at the event must be purchased through The Kove unless otherwise approved in writing.
 2. Outside alcohol is strictly prohibited.
 3. The Venue reserves the right to refuse alcohol service to any guest who appears intoxicated in accordance with New Jersey liquor laws.
 4. Buffet service may be discontinued 30–60 minutes prior to the scheduled conclusion of the event.
 5. Under no circumstances may leftover food be removed from the premises.
 6. Menu items are subject to availability. The Venue reserves the right to substitute comparable menu items when necessary.
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EVENT DURATION & SETUP

1. Standard event duration is four (4) hours unless otherwise stated in this Agreement.
 2. Additional time may be available subject to Venue approval and additional charges.
 3. Event setup may begin up to one (1) hour before the event if the room is available.
 4. Earlier setup may be available at a rate of \$50.00 per hour.
 5. Unscheduled overtime will be billed at the Venue's current overtime rate.
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CLIENT RESPONSIBILITIES

1. The Client is responsible for the conduct of all guests and vendors.

2. The Client accepts responsibility for damage, theft, or loss caused by guests, vendors, or attendees.
 3. Confetti, glitter, and similar materials are prohibited unless approved in writing.
 4. Open flames require prior written approval.
 5. Children and guests may not be left unattended in banquet rooms.
 6. Decorations must be approved by Venue management.
 7. When booking room rental only, the Client is responsible for decorating and removing all decorations unless otherwise arranged in writing.
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THIRD-PARTY VENDORS & ENTERTAINMENT

1. Any outside vendor including DJs, bands, photographers, photo booths, decorators, florists, caterers, and entertainers must provide a Certificate of Liability Insurance naming The Kove Bar & Banquet as an Additional Insured.
 2. Vendors who fail to provide insurance documentation may be denied entry.
 3. A fee of \$250.00 per outside vendor will apply unless otherwise included in a contracted package.
 4. All vendors must comply with Venue setup and teardown schedules.
 5. Live bands and amplified entertainment may require additional fees and insurance documentation.
 6. Outdoor vendors require prior written approval and proof of insurance.
 7. DJs, bands, photographers, attendants, and other contracted personnel may be counted toward guest totals when food and beverage service is provided.
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STAFFING REQUIREMENTS

1. Room rental does not include bartenders or servers.
 2. Events serving food and/or alcohol may require Venue-provided staffing.
 3. Required staffing levels will be determined by the Venue based on guest count and event type.
 4. Staffing fees will be quoted separately.
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LIABILITY

1. The Venue is not responsible for loss, theft, or damage to personal property.
2. The Client agrees to indemnify and hold harmless The Kove Bar & Banquet, its owners, employees, and agents from claims arising from the event, guest actions, or third-party vendors.

CANCELLATION POLICY

1. The deposit is non-refundable and will be forfeited upon cancellation.
2. All cancellations must be submitted in writing.
3. If written cancellation is not received, the Client may remain responsible for contracted charges.
4. Additional cancellation fees may apply for cancellations made within seven (7) days of the event due to food preparation and ordering costs.
5. If the event cannot proceed due to circumstances beyond the Venue's control, including natural disasters, fire, government restrictions, or other force majeure events, all payments except the deposit will be refunded.

CLIENT ACKNOWLEDGEMENT

I/We acknowledge that we have read, understand, and agree to all terms and conditions contained in this Agreement.

Client Signature: _____

Print Name: _____

Date: _____

Client Signature: _____

Print Name: _____

Date: _____

Venue Representative: _____

Print Name: _____

Date: _____

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