



# 1112 Lounge: Entertainment & Sports Bar

## 843 Lee Road, Orlando, Florida 32810

### **VENUE POLICIES PRIVATE EVENT**

*The 1112 Lounge: Entertainment & Sports Bar is a unique, full-service event facility. When you rent our space for your event, our Lighting and sound equipment, furniture and food & beverage services are included, and bar staff and security services are part of the overall package. In an effort to help you plan and execute a safe and successful event, please refer to the following policies in your planning stages. We are happy to assist you in any way we can.*

#### **BOOKING POLICIES**

##### **Securing a Date**

Upon request, The 1112 Lounge: Entertainment & Sports Bar will be happy to hold your requested dates; however, an event date is not confirmed until we have received a signed Venue Rental Agreement and non-refundable deposit. If another party requests the same date, you may be required to execute a Venue Rental Agreement and submit the required non-refundable deposit within 48 hours of notification in order to secure the date. If the signed Venue Rental Agreement and non-refundable deposit are not received, the date may be released without further notification. All deposits and payments are non-refundable.

For all events, we require a non-refundable deposit, and all projected event costs must be paid up in full at least 14 to 30 days prior to the day of your event. 1112 Lounge: Entertainment & Sports Bar reserves the right to cancel the event if payment has not been received. All rental rates and charges due to 1112 Lounge: Entertainment & Sports Bar are payable upon demand, and a monthly finance charge may be added to any balance outstanding over 30 days, until the balance is fully paid.

The 1112 Lounge: Entertainment & Sports Bar reserves the right to require a deposit to cover all estimated expenses including, but not limited to rent and labor.

The use of our venue may be denied to any individual, group, organization, or event that does not represent the best interests of The 1112 Lounge: Entertainment & Sports Bar. Such decisions will be made at our sole discretion.

##### **Not for Profit**

Any organization seeking to use The 1112 Lounge: Entertainment & Sports Bar for an event involving fundraising must be qualified as a not-for-profit, tax-exempt organization under Section 501(c)(3) or other sections of the Internal Revenue Code. A copy of the Internal Revenue determination letter must be provided to us at the time the contract is signed.

#### **EVENT POLICIES**

##### **Service of Alcoholic Beverages at a Private Event**

The 1112 Lounge: Entertainment & Sports Bar has our own beverage facilities and staff, as well as our own beverage inventory and liquor license. For your event, you have the option of including a cash bar or a hosted bar. Hosted beverage packages are available through The 1112 Lounge: Entertainment & Sports Bar only and costs vary depending upon the length of time and products included. Our beverage policy follows the standards set by the Florida Liquor Commission.

A corkage fee will be charged for special liquor orders, and a re-stocking fee may also be charged.

For hosted/open bar events, you may be held to the minimum guarantee set forth in the Venue Rental Agreement.

Only designated 1112 Lounge: Entertainment & Sports Bar staff may serve or handle alcoholic beverages.

An extra charge may be assessed for ice lugs, ice sculpture removal, martini bars, special drink recipes and/or passed- beverage greetings.



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### **BUILDING POLICIES**

#### Access to the Venue

The 1112 Lounge: Entertainment & Sports Bar will be open to you at 12:00 p.m. on the day of your event. If you require access to the venue before 12:00 p.m. on the day of the event, you may be charged an early access fee.

#### Venue Curfew

- Standard curfew for private events is 2:00 a.m. However, in special circumstances, curfew may be extended.
- We reserve the right to require an earlier ending time. All event times should be worked out in advance of executing a rental agreement.

#### Venue Capacities

- Maximum capacity: Lounge – 2,000; Sports Bar – 350
- Maximum seated show capacity: Lounge – 1,000; Sports Bar – 250
- Reception and seated dinner: Lounge – 200 to 750; Sports Bar – 80 to 150 depending upon décor, buffets, etc.

#### Parking

Parking of vehicles in front of the main entrance doors of the venue is prohibited at any time the venue is open to the public.

The 1112 Lounge: Entertainment & Sports Bar must approve parking of any promotional vehicle outside the venue in advance. The 1112 Lounge: Entertainment & Sports Bar does not allow parking of radio station promotional vehicles in front of or next to the venue.

Parking arrangements for service vehicles such as catering and delivery trucks must be made in advance with the Event Coordinator.

#### Room Set-Up

Placement and location of tables for check-in, merchandise sales, buffets/food stations, silent auction items, etc. must be approved by The 1112 Lounge: Entertainment & Sports Bar.

The 1112 Lounge: Entertainment & Sports Bar must approve placement of tent structures or other structures outside the venue. If a permit is required by the City of Orlando for use of the public way for such structure, The 1112 Lounge: Entertainment & Sports Bar will secure such permit on your behalf and pass the cost on to you.

The 1112 Lounge: Entertainment & Sports Bar assumes no responsibility for damage to or loss of any merchandise or articles left in the venue before, during, or following your event.

All deliveries of equipment, decorations and other items must be coordinated with The 1112 Lounge: Entertainment & Sports Bar Event Coordinator.

#### Subcontractors and Vendors (Catering, Decorating, etc)

The 1112 Lounge: Entertainment & Sports Bar has 1<sup>st</sup> – Right of Refusal for all on-site catering for your event. If approved by the Event Coordinator, you may seek the services of an external Caterer.

You will be required to provide names, addresses, and contact information for any and all subcontractors and/or vendors you intend to use for your event and obtain approval for use of such subcontractors and/or vendors from The 1112 Lounge: Entertainment & Sports Bar before they will be allowed to perform services or provide and install equipment. Each subcontractor will be required to provide an insurance certificate naming us additional insured.

No propane, butane or other pressurized tanks are permitted inside The 1112 Lounge: Entertainment & Sports Bar.

Webcasting or videotaping of your event for future sale is prohibited unless approved in advance by The 1112 Lounge: Entertainment & Sports Bar.



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### Equipment

The 1112 Lounge: Entertainment & Sports Bar sound, lighting and video equipment will be operated by or under the supervision of our technical staff. Rented equipment must be delivered and picked up on the day of the event, unless you receive prior approval from The 1112 Lounge: Entertainment & Sports Bar.

### Decorations

All décor materials must be flameproof, and must be accompanied by a certificate confirming same and approved by The 1112 Lounge: Entertainment & Sports Bar.

No open flame devices are allowed in the venue at any time. The use of candles must be approved by The 1112 Lounge: Entertainment & Sports Bar.

## **SAFETY POLICIES**

### Compliance With Local Laws

At all times when The 1112 Lounge: Entertainment & Sports Bar is open to the public, all exit doors must be unlocked, and access to exit doors must be unobstructed.

### Denial of Service and/or Access

*Although the following occurrences are rare during private events, we would like you to be aware of our position and policies, for your safety and ours. The Event Coordinator on hand will consult with the corporate/private meeting planner in these situations.*

The 1112 Lounge: Entertainment & Sports Bar reserves the right to deny service of alcohol to any guest we feel may cause harm to himself/herself or others or damage to the venue.

The 1112 Lounge: Entertainment & Sports Bar reserves the right to deny admittance to any guest reasonably suspected by our security staff to be intoxicated.

The 1112 Lounge: Entertainment & Sports Bar reserves the right to eject any guest if it can be reasonably determined that guest might cause harm to himself/herself or others or damage to the venue. Our security staff will make such determination.

The following actions typically result in eviction from the venue:

- Offensive, profane or threatening language to other guests
- Public drunkenness
- Fighting or threatening to fight

The 1112 Lounge: Entertainment & Sports Bar security will conduct a visual inspection of all guests entering the facility.

Depending upon the nature of the event and related circumstances, The 1112 Lounge: Entertainment & Sports Bar may require additional staffing services and will pass on the cost to you.

Required staff numbers may vary pending the projected attendance and type of event.

When determined by The 1112 Lounge: Entertainment & Sports Bar that the potential is high for inappropriate or illegal items to be brought into the building, a full inspection would consist of a series of checkpoints, including:

- Visual inspection, followed by a hand search of coats and handbags
- Use of metal detectors to search for items not permitted such as weapons, alcohol and projectiles

If a guest does not wish to be inspected, he or she may be denied entry into the venue.

As of February 18, 2008, The 1112 Lounge: Entertainment & Sports Bar is a non-smoking venue.

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*The 1112 Lounge: Entertainment & Sports Bar reserves the right to change, amend or update these policies at any time, without notice.*

We look forward to working with you and helping to make your event a successful one!