



THE RIZE EVENT CENTER

Luxury Event Rental Agreement

Voted **#3 Best Venue in the Airport Township**
4444 Woodson Road • Woodson Terrace, MO 63134
www.therizeeventcenter.com • 314-455-3222

Venue Locations & Capacity

Primary Location: 4444 Woodson Road, Woodson Terrace, MO 63134
Maximum Capacity: **150 guests**

Additional Rize Event Center Locations:
Maximum Capacity: **300+ guests**, subject to venue selection and configuration.

Event Packages

Premium Décor Package – \$3,500

Includes four (4) hour venue rental, fully decorated and styled space, tables, chairs, linens, professional setup and breakdown, and full media package. Catering not included.

Space-Only Package – \$2,100

Includes four (4) hour venue rental with tables and chairs and media package. Client provides décor, linens, and catering.

Rental Time & Overage

Each event includes four (4) hours of event time. Additional hours may be added at **\$300 per hour**.

Included Media Package

All rentals include three (3) 75-inch 4K televisions, wireless microphones, and a professional sound system. Client is responsible for proper use.

Catering & Culinary Services

Catering is optional and not included unless selected. Standard catering is available at **\$30 per guest**. Premium menu selections, including salmon, brisket, and specialty meats, are subject to additional charges based on selection and market pricing. Final guest count and menu selections are due fourteen (14) days prior to the event.

Bar Services

Open Bar: \$19.00 per person.

Cash Bar: Requires bartender service at **\$25 per hour** with a **three (3) hour minimum**.

Luxury Transportation

Black car service may be arranged for hosts and VIP guests upon request. Pricing provided by quote and fulfilled through third-party providers.

Reservation & Payment Schedule

A **\$1000 reservation hold fee** is required to secure the event date. Fifty percent (50%) of the remaining balance is due **thirty (30) days prior** to the event. The final balance is due **two (2) weeks prior** to the event date.

Cancellations & Rescheduling

All payments are non-refundable. Events canceled within thirty (30) days of the event will forfeit all payments made. One (1) reschedule may be permitted, subject to availability, and must occur within six (6) months of the original event date. Rescheduled events are subject to any rate differences.

Security, Cleaning & Liability

Security may be required based on event size or type. A refundable **\$250 cleaning deposit** is required. Client assumes responsibility for damages and guest conduct.

Client Name: _____ Date: _____

Client Signature: _____

The Rize Event Center Representative: _____ Date: _____