

UNDERBELLY

**Private Rentals
and Drink Packages**

UNDERBELLY

113 EAST BAY STREET

Jacksonville, FL 32202

www.underbellyjax.com

1904booking@gmail.com

Private Event and Outside Promoter Rentals



Underbelly Venue Rentals

\$3000 (Mon-Thu)

\$4500 (Fri-Sun)

***Final amount negotiable based on event needs**

Venue Rental Details...

- **8 Hour Rental Block (including all load-in, set up, soundcheck, show, load out, & clean up time) \$300/hour after 8 hours. Hard curfew at 1:30AM**
- **Standing Capacity - 500**
- **Seated Capacity - 200**
- **Includes full sound and lighting system. Specs available at underbellyjax.com/room-specs**
- **Full event staff including production manager, sound/light engineer, loaders/stagehands, security staff, box office, bar staff, & reserved parking**
- **All events subject to additional off-duty police security at management discretion at an additional \$60/hr per police officer**
- **Includes complimentary use of the venue's ticketing platform Eventbrite**
- **Must include 50% deposit and signed contract to reserve the date. Full balance to be paid 14 days prior to event.**

Pricing does not include
taxes or gatutity

DRINK PACKAGES

Tier 1 - \$25 per person

Includes all domestic and craft beers, wine and all non-alcoholic beverages

Tier 2 - \$35 per person

Includes all of Tier 1 items plus Wheatley Vodka, New Amsterdam Gin, Corazon Silver Tequila, Benchmark Bourbon, Paddy's Irish Whiskey, Myers Rum, Parrot Bay Rum, Fireball

Tier 3 - \$50 per person

Includes all of Tier 1 and 2 items plus Tito's Vodka, Bombay Sapphire Gin, Patron Silver Tequila, Four Roses Small Batch Bourbon, Jamesons Irish Whiskey, Bacardi Silver Rum

RENTAL CONTRACT

Event Date -

Set-Up Time -

Event Start Time -

Wrap Time -

Event End/Out Time -

Event Name -

Bar Package (Circle Selection) Tier 1 | Tier 2 | Tier 3 | No Bar

Number of Attendees -

Name of Client/Corporation -

Address -

Primary Contact Name -

Phone # -

Email Address -

Attach Photo ID -

A signed contract and date-hold deposit in the amount of 50% of the costs associated with the event space rental must be received to reserve your date(s) and time(s). The balance of your space rental fee is due fourteen (14) days prior to your event. The total costs of all goods and services provided by Underbelly, and based on the agreed upon bar package and headcount, are due fourteen (14) days prior to your event. All deposits are non-refundable sixty (60) days prior to event date.

A charge for any additional persons attending, to raise the final headcount for bar package from the agreed upon headcount, will be due at the conclusion of the event. Bar pricing does NOT include sales tax and gratuity, which will be included on event invoice. No refunds of the space rental fees will be paid 60 days prior to an event, as your agreement to rent space from Underbelly on this date may cause the loss of additional bookings or business. Any food or decorations provided by a third party caterer or vendor is not the responsibility of Underbelly and Underbelly holds no liability associated with any third party caterer or vendor.

CANCELLATION: Date-Hold deposit is non-refundable from sixty (60) days prior to event: No space rental payment(s) will be refunded. If 1904 Music Hall cannot host your function on the original planned date due to local, state, or federal government mandate, any and all payments already made will transfer to an agreed upon future date.

SITE DECORATION: Underbelly wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Only low tack tape is allowed on our floors and walls. Any damage will be charged after your event.

CONDUCT: There is absolutely no violence, weapons, drug use, or indoor smoking of any kind tolerated on premises. Renter and guests shall always use the premises in a considerate manner. Conduct will be deemed disorderly at the sole discretion of Underbelly team members and shall be grounds for immediate expulsion from the premises.

In such cases refunds of the event costs will not be available.

Alcoholic beverages must not be taken outside of the Underbelly facilities. All legal consequences and ramifications are the sole responsibility of the rental party.

A CREDIT AUTHORIZATION FORM is located on the last page of this contract. Acknowledged, Agreed and Authorized by...

Primary Contact/Renter -

_____ **Date** _____

Acknowledged and Agreed by Underbelly -

_____ **Date** _____

ESTIMATED TOTALS:

50% DEPOSIT AMOUNT:

Credit Card Authorization Form

Underbelly requires a credit card to be on file during the entirety of your event. Please complete and sign this form to authorize Underbelly to make a debit(s) to your credit card listed below. By signing this form you give Underbelly permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I, _____, authorize Underbelly to immediately charge my credit account a date- hold deposit of 50% of the costs associated with my event rental fee. I acknowledge date-hold deposits are non-refundable if my event cancels within sixty (60) days of the proposed date. I acknowledge 1904 Music Hall will be executing withdrawal of 100% of the costs of all goods, services, and rental fees associated with the event. This payment is for my event on

The space rental fees balance and the costs of all goods and services will also be charged to this card fourteen (14) days prior to your event. Gratuity and any other additional costs will be charged at the conclusion of your event.

Billing Address

Billing Phone

City, State, Zip

Email

Signature

Date

I authorize Underbelly to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Contact/Renter Name-

Initials -

Date -

Account Type: Visa / MasterCard / AmEx / Discover

Cardholder Name -

Card Number -

Expiration Date (DD/YY) -

CVV Number -

(3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)