



**FOR VENUE USE ONLY:** Event Date and Time \_\_\_\_\_  
Armed Security Required \_\_\_\_\_ Cash Bar \_\_\_\_\_

**The Dior Center**  
**1806 Belmont Avenue, Windsor Mill, Maryland 21244**

**443.675.7647 or 410.718.6216**

**Website: [www.winkandkellys.com](http://www.winkandkellys.com)**

**Email: [doircenterinc@gmail.com](mailto:doircenterinc@gmail.com)**

## **DIOR CENTER RENTAL AGREEMENT AND CONTRACT**

Renter's Name: \_\_\_\_\_

Renter's Phone Number: \_\_\_\_\_

Renter's Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Set – Up Time: \_\_\_\_\_ Event Clean - Up End Time: \_\_\_\_\_

Total Number of Rental Hours Requested: \_\_\_\_\_

Additional Hours Requested and Fee: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_

Agreement made on the/this \_\_\_\_\_ day of \_\_\_\_\_, 2024/2025 by and between the Dior Center (referred to as "Venue") and \_\_\_\_\_ referred to as "Renter". Renter agrees to hire and the Dior Center agrees to make venue space available for use, located at 1806 Belmont Ave, Windsor Mill, Maryland 21244 with the following terms and conditions.

**All events MUST end One Hour prior to your total hours rented.** At that time music must be turned off, lights will be turned on and your guests are required to exit the building unless they are a part of the clean up and break down. (For example - (6 Hr Rental) 7pm - 1am, Clean up will start at 12am and must be end at 1am.

#### VENUE PROVIDES:

- Tables and Chairs will be provided for each event. Please be sure to give the total amount of expected guests attending. Additional tables and chairs **will not** be added during an event.
- Venue **does not** provide any storage or kitchen use for your event.

#### PARKING:

- **Street Parking and Venue Side parking ONLY.** Please refrain from parking on the front side of the hotel as those spaces are reserved for hotel guests. Towing will be enforced.

#### DEPOSIT:

- **To Reserve the Venue space, Renter must provide a \$300 or \$500 deposit with a signed contract. This deposit will hold your date.**
- ALL DEPOSITS are NON-REFUNDABLE AND NON-TRANSFERABLE.

#### ACCEPTED PAYMENT METHODS:

- Cash
- **Zelle (Preferred Payment Method - 667-895-9644, Michael Holman)**
- Credit Card (6 % MD state tax fee will be applied.)
- Renter is responsible for all processing fees and associated with payment transactions if applicable.

#### BALANCE PAYMENT:

- **The remaining balance will be due at least 14 DAYS prior to the event.**
- If payment is late, an additional \$25 per day will be applied. NO EXCEPTIONS, UNLESS OTHERWISE AGREED UPON.
- If the balance is not paid by the required date, the Venue has the right to cancel your event and NO REFUND WILL BE ISSUED.

#### CANCELLATION/NOTICE TO RESCHEDULE:

- We understand that cancellations may occur, kindly email us at least 14 days prior to your event date. Note: NO REFUNDS WILL BE ISSUED.
- Cancellation by the Dior Center: If an extenuating circumstance beyond the Venue's control force a cancellation of your event. Renter will be refunded all monies paid.

PLEASE NOTE: An event can be moved ONCE within 1 year of the original scheduled event date. A change in the type of event may result in additional fees and/or other terms deemed necessary by the Venue.

### ALCOHOL:

- The Venue has a \$250 - CASH BAR Add-On option available. This will include the bar setup and one barmaid.
- Due to County Laws, you are not allowed to have alcohol on the premises if it is not purchased from the hotel (Wink & Kelly's Place.) All drinks must stay within your event. (No drinks are allowed in the lobby or outside and must be consumed in the event area.)
- If you do not have a bar for your event, you ARE NOT allowed to have alcohol on the premises.
- If you are found with alcohol, you will be charged \$500 additional violation fee. NO EXCEPTIONS AND NO REFUNDS.
- Under CITY, COUNTY, STATE AND FEDERAL LAWS Renter agrees to comply with all applicable City, County, State and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non +- smoking facility at all times and there are no exceptions.
- Renter may not serve alcohol to minors on the premises at any time.
- Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner.
- The Dior Center reserves the right, in its exclusive discretion, to expel anyone who, in its judgement, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or insurability of the Dior Center or the safety of its staff, guests or building contents.

### INCIDENTAL FEE:

- A \$200 Refundable Incidental Fee is applied to all venue rentals.
- The Incidental Fee will be released via Zelle or Credit Card, within 1-3 business days after the event date providing that all of the following terms and conditions of this agreement have been met.
- For Cash, a pick up date must be arranged.
- Fees will be assessed according to any violation or breach to the rental agreement resulting in partial or full forfeit of the Incidental Fee. (For example - Going over the rental time agreed upon, not removing all items from the venue, dumping trash in the parking lot and/or damage to the venue, etc.
- Renter shall remove all trash, personal property, and other items that were not present when the Renter took possession of venue.
- Renter is responsible to clean up any debris and notify Dior Center staff of any large spills. (For example - popped balloons on the floor, cooler leaked water cooler or spill.)
- Trash bags will be provided and all trash must be put in bags, tied and left along side the hallway wall for disposal. The Dior Center Staff will remove all trash once placed in a designated area for removal.

### FOOD SETUP:

- All Food must be set up and served outside of the venue hall space, in the hallway. Unless other wise discussed.
- All Food spills that cause floor staining inside the venue hall space will result in a forfeit of the \$200 incidental deposit received. (For example – Red Wine, Red/Yellow/ or Blue staining.)

### DÉCOR/SET UP:

- Renter is not allowed to attach, adhere, nail, tack or tape anything to the wall. No confetti or glitter allowed. Only floating flame lit candles are allowed. All other candles must be battery operated. No wax candles. No Balloon Shine. NO EXCEPTIONS!
- Chair covers are available for rent. Options include Black or White. Chair covers are \$2 per cover.

### SECURITY

- At the discretion of the Venue, Armed Security may be required. The number of armed guards will be determined by the expected guest capacity. See price listed in Venue Rental Rates listed below.

### INDEMNIFICATION:

- Renter hereby agrees to assume all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way, in whole or in part, by the Renter's use or occupancy of the Dior Center rented herein and surrounded property. Furthermore, Renter hereby agrees, at Renter's sole expense, to indemnify, defend and hold the Dior Center and/or its officers, employees and volunteers free and harmless from any loss, claim, liability, damage, (including reasonable attorney's fees), and /or to persons and property that in any way may be caused in whole or in part, by or occur during Renter's use or occupancy of said properties, and/or facilities. Renter has carefully read this entire Agreement and agrees to abide by all terms and conditions. Renter understands that no terms are binding and no date has been committed until Renter receives a copy of this agreement signed by the Dior Center and has paid the initial deposit.

## VENUE RENTAL RATES:

Venue Rental Rates				
Rate	Day/Type of Event	Hours	Incidental Fee	Deposit
\$2,100	Friday - Sun	ALL DAY RENTAL (12hr Rental)	\$200 Refundable Incidental Fee	\$500
\$1,200	Friday - Sun	6pm - 2am (6hr rental) Note: All events after 7pm require Security.	\$200 Refundable Incidental Fee	\$300
\$900	Friday - Sun	9am - 5pm (6hr rental) (Event must end by 4pm)	\$200 Refundable Incidental Fee	\$300
\$750	Friday - Sun <b>Kids Birthday Party</b> Ages 12 & Under (Must end by 5pm)	Only between the hours of 9am - 5pm (5hr rental)	\$200 Refundable Incidental Fee	\$300
\$750	Friday - Sun <b>Repast</b>	Only between the hours of 9am - 5pm (5hr rental)	\$200 Refundable Incidental Fee	Must Pay In Full
\$700	Mon - Thurs <b>Repast</b>	Only between the hours of 9am - 9pm (6hr rental)	\$200 Refundable Incidental Fee	Must Pay In Full
\$150	Additional Hour Fee	Cannot be extended past 2am		
\$150 per hr	Mon - Thurs <b>Business Meetings</b>	Btwn 9am - 9pm (2hr minimum)		
\$400	Holiday Fee (Added to Contracted Venue Rental Hours)			
\$25 per hr	Armed Security Male and Female Guard may be required. All events which are held after 7pm or extends past 7pm require Security. All events that have the cash bar as an option require Security.			
(See Catering Menu)	Wink & Kelly's Place Restaurant Catering available			

The following violations below will be grounds for IMMEDIATE termination of your event if the renter, client, guests, associates, or affiliates violate any rules or regulations of the Venue.

1. No Parking in Fire Lanes (Load & Unload ONLY).
2. No Trespassing
3. No Soliciting
4. No unapproved activity, such as drinking, entertainment, loud music (outside) etc.
5. No Illegal Activity

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- 6. No Exit with open containers
- 7. All Guests must be of legal age to consume alcohol.

If the Renter, guests, associates, affiliates, violate any of the above, The Renter is subject to lose all or some of the Incidental Fee, in addition, the Renter will be responsible for any violations or citations issued by Baltimore County.

I, the undersigned Renter, have read the above Dior Center Rental Agreement and consent to the terms as set forth above. A breach of any of the terms and conditions can result in all or partial forfeit of the Incidental Fee.

Total Rental Amount:\_\_\_\_\_

Deposit Payment Amount:\_\_\_\_\_ (Due with signed contract)

Remaining Balance Amount:\_\_\_\_\_ (Must be paid within 14 days prior to Event.)

Payment Method: Cash \_\_\_\_\_ Zelle\_\_\_\_\_ Credit Card \_\_\_\_\_

Refundable Incidental Fee included in Total Rental Amount: Yes ☒ No \_\_\_\_\_

I acknowledge that if Armed Security is required, it is an additional cost. \_\_\_\_\_ (IN)

<b>Renters Full Name:</b>	<b>Dior Center Rep's Full Name:</b>
<b>Renters Signature:</b>	<b>Dior Center Rep's Signature:</b>
<b>Date:</b>	<b>Date:</b>

## IMPORTANT THINGS TO REMEMBER AND WHAT'S NOT ALLOWED

(FOR EVENTS)

- NO ALCOHOLIC BEVERAGES (CASH BAR OPTION AVAILABLE)
  - NO KITCHEN ACCESS
- NO INDOOR OR OUTDOOR COOKING/GRILLING
- NO OUTDOOR SPARKLERS OR LIQUID FOG MACHINES  
(ONLY DRY ICE FOG MACHINES AND INDOOR COLD SPARKLERS ARE ALLOWED BY APPROVED VENDORS.)
- NO RED WINE/FRUIT PUNCH/GRAPE OR CRANBERRY CIDER
  - NO RED CAKE ICING
- NOT CONFETTI (TABLE OR BALLOON)
- NO SMOKING INSIDE THE VENUE (HOOKAH PENS/VAPES INCLUDED)
  - NO HANGING ITEMS ON WALL OR CHANDELIER
  - NO BALLOON SHINE
- NO NEXT DAY PICK-UP OF ANY OUTSOURCED RENTAL ITEMS
- NO OPEN FLAME CANDLES (WE DO ALLOW FLOATING CANDLES)
  - ALL EVENTS AFTER 7PM, REQUIRE SECURITY
- IF ANY FOOD STAINS OR DAMAGE CARPET, THAT WILL AUTOMATICALLY FORFEIT THE SECURITY DEPOSIT AND \$200 WILL BE USED FOR CARPET CLEANING FEE.

**\*\*DISCLAIMER – HAVING ANY OF THE NOT ALLOWED ITEMS CAN RESULT IN FULL LOSS OF THE RENTERS \$200 REFUNDABLE INCIDENTAL FEE.**

## CATERING/FOOD PROVIDERS REQUIREMENTS

ALL FOOD ITEMS MUST BE PREPARED AND COOKED OFF PREMISES

DURING AND AFTER USE, ALL TABLES AND AREAS OF USE MUST BE CLEANED/WIPED DOWN OF ANY SPILLED OR SPLASHED FOOD.

CLEAN ALL FOOD AND TRASH FROM GUEST SEATING TABLES AND THE FLOOR SURROUNDING THE BUFFET AREA.

