



est. 2017

OUR FUTURE OUR FAMILY

Outreach Center

VENUE RENTAL AGREEMENT

This Venue Rental Agreement with Addendum A “Terms and Conditions” (hereinafter “Agreement”), executed by the undersigned parties on this _____ day of _____, 20_____, constitutes an agreement, constitutes an agreement for the rental and use of property managed by _____ (hereinafter “Owner”). Regarding the terms and conditions of use, the undersigned parties agree as follows:

1. PARTIES. The parties to this Agreement include the following:

Renter: _____

Address: _____

City/State/Zip: _____

Phone: _____ Alt Phone: _____ Cell: _____

Email: _____

2. GENERAL RENTAL INFORMATION.

a. Date of Event: _____

b. Type of Event: _____

c. Name of event for signage (full names): _____

d. Venue space reserved: _____

e. Number of Guests Attending: _____

f. Set-up Start Time: _____ / Event Start/ End Time: _____

3. RENTAL FEES

Multipurpose Room (Seats 300 Individuals) \$ 150.00 hourly (4 hour minimum)

Classroom/Meeting Rooms (Seats 20 Individuals) \$ 100.00 hourly (4 hour minimum)

4. ITEMS INCLUDED IN RENTAL. The following items or services shall be included in the rental rate (excluding hourly rate) (check all that apply):

100 Tables (Multipurpose Room Events Only)

100 Chairs (Multipurpose Room Events Only)

Sound System (Multipurpose Room Events Only)

16 Chairs (Classroom/Meeting Rental Only)

16 Chairs (Classroom/Meeting Rental Only)

5. ITEMS EXCLUDED FROM RENTAL. Any item or service not identified in Section 3 hereinabove is excluded from rental under this Agreement.

6. RENTAL RATES AND FEES. The Renter(s) agree to pay the following rental rates and fees:

a. Venue Rental Rate. (Office Use Only)

The Renter(s) agrees to reserve the venue at the rate of _____

a. Deposit. A reservation deposit is required in advance to successfully reserve the venue. The reservation deposit is 50% of the rental rate and is non-refundable.

b. Total Amount Due (excluding rental items) \$ _____

c. Reservation Deposit (50% of Rental Rate) \$ _____

d. Balance Due (not including tax) \$ _____ (We do not charge tax)

Any deposit "Balance Due" hereinabove is due on or before to successfully reserve the venue. The Balance Due amount excludes applicable Overage Fees as provided in subsection C. If Renter(s) fail to pay the Balance Due on or before the above due date, the reservation will be deemed cancelled and forfeited pursuant to Section 6 hereinbelow without further notice. If the event date is less than 30 days away 100% of the rental rate is due at the time of executing this Agreement. If the event extends beyond scheduled end time more than one (1) hours without prior approval the security deposit will be forfeited.

b. Overage Fees.

a. A \$40.00 fee will apply for every 15 minutes the event extends past the event end time in Section 2 hereinabove. (To avoid additional charges, we recommend that you allow 45 minutes for breakdown time.)

b. Subject to the express prior approval and at the leadership sole discretion, use of the venue beyond the event end time in Section 2 hereinabove may be granted at the rate of \$125.00 per hour. Each additional hour is billed as a whole hour regardless of actual minutes used.

e. Storage Fees. Storage for the night prior to the event will be \$50.00.

f. Cleaning & Repair Fees. Additional charges may be made for actual or estimated repair or cleaning costs

to restore venue, grounds, equipment or other property to the same condition prior to Renter(s) use of the venue and Owner's property.

g. Other:

- 6. CANCELLATIONS.** All cancellations must be made in writing and delivered to Owner at least thirty (30) calendar days prior to the Event Date in Section 2 hereinabove. There are no refunds for any deposit. Renter(s) is responsible for payment in full if event is cancelled within 30 days or less of the event Set-up Date as provided in Section 2 hereinabove. Renter(s) recognize that the foregoing cancellation policy is not intended to be punitive, but, reflect Owner foregoing actual or potential business opportunities in reserving the venue for Renter(s) and diminished ability to rent the venue within 30 days or less prior to an event date.
- 7. PAYMENTS.** All payments due herein shall be made using cash or cashier's check. Total contract fees must be paid 30 days prior to the Event Date.
- 8. TERMS AND CONDITIONS.** The "Terms and Conditions" as attached hereto as Exhibit A are incorporated herein to include additional terms and conditions to this Agreement.
- 9. SEVERABILITY.** In case any one or more of the provisions, or portions of provisions, of this Agreement shall be deemed by any legal authority to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions, or portions of provisions contained herein shall not be in any way affected or impaired thereby.
- 10. MODIFICATION.** No alteration or other modification of this Agreement shall be effective unless such modification shall be in writing and signed by the parties.
- 11. OPPORTUNITY TO REVIEW.** By executing this Agreement the undersigned parties warrant and represent they have had an opportunity to review, including being presented with a copy of Exhibit A "Terms and Conditions," and after such review or opportunity to review have read and fully understood all terms and conditions pertaining to this Agreement.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have caused this Agreement along with the attached Terms and Conditions to be duly executed as of the day and year first hereinabove written.

FOR OWNER/DESIGNEE:

Signature: _____ Date: _____

Print: _____

FOR RENTERS:

Signature: _____ Date: _____

Print: _____

and/or Signature: _____ Date: _____

Print: _____