

## Space In Time Rental Agreement

This contract for the rental of Space In Time is made this day, \_\_\_\_\_, by and between Ebony Hamlet, hereafter referred to as the Owner, and \_\_\_\_\_, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 290 Hilderbrand Drive Suite B4 Atlanta, GA 30328 and known as Space In Time, and whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

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

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

Hours Total: \_\_\_\_\_

Event Name/Type: \_\_\_\_\_

Number of Guest/Attendees: \_\_\_\_\_

Client(s) /Corporation: \_\_\_\_\_

Type of Entity: Club\_\_ Association\_\_ Corporation\_\_ Limited Liability Co.\_\_ Other: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Conditions and Responsibilities of the Renter-** Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping Space In Time a well maintained and safe location for future use.

1. The Renter shall pay to the Owner the sum of \$\_\_\_\_\_. Of this amount, \$300 is a non-refundable deposit due to at the time of booking and will be applied to the rental charges. This is required in advance to reserve the venue on our website or in person. The remainder, \$\_\_\_\_\_, is due two weeks before the event. If full payment is not received within fourteen days before the event, the Owner reserves the right to cancel your reservation and no refund will be given.
2. **Cancellation-** Date-Hold deposit is non-refundable. We understand things happen! The Renter agrees that all payments are non-refundable under any circumstances including cancellations by the Renter. The Owner agrees that if the cancellation is due to circumstances incurred by the Owner or venue, all fees paid by Renter will be refunded. The Renter agrees that all confirmed dates are final and rescheduling of dates are to be determined at the Owner's discretion for a fee of \$175 due from the Renter at the time of rescheduling.
3. **Capacity-** 80 guest
4. **Cleaning, Trash, And Removal-**Space In Time will be in a clean condition prior to your event. At the end of the Renter's event, the space must be returned to the same clean condition in which it was found. All rental equipment must be removed immediately following your event. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it. This includes sweeping and breakdown of chairs and tables, if you did not pay for the "Love It And

Leave It package.” Items left overnight will be discarded. We are a small space and do not have storage large enough to house Renter items.

**5. 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 shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone’s safety, to ensure that alcoholic beverages are consumed in a responsible manner. Space In Time reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, 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 Space In Time or the safety of its staff, guests, or building contents.

**6. Damages-**Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or Renter’s guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter’s use of the venue. Any disputes arising under this contract shall be adjudicated in the Owner’s local jurisdiction.

**7. Decor-**Space In Time 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. Renter agrees that NO candles (except 2.5 inch tall birthday candles) are allowed in the venue. Any damage will be charged after your event. An additional cleaning fee of \$200 will added if this is violated and charged to the card on file or additional request source of payment if card is inactive. \$150 deposit will immediately become nonrefundable.

**8. Conduct -**There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as graduation parties, underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of Space In Time team members shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases refunds of the event costs will not be available. During events using or selling alcohol, alcoholic beverages must not be taken outside the event space. All legal consequences and ramifications are the sole responsibility of the rental party and/or event space.

**9. Live Music/DJs/Noise-** Space In Time encourages music and lots of dancing! We allow the use of outside DJs. Please be aware the premises are located near residential units and therefore neighborhood noise regulations do apply. In the event the renter’s event creates a disturbance due to high noise volume, Space In Time team members have full authority to ask the renter, dJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at Space In Time’s discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to the renter. The renter will also be solely responsible for any fines or fees associated with noise ordinances. Music must end by 12 a.m. Renter agrees that they will \_\_\_\_\_ or will not \_\_\_\_\_ have a DJ can only be present if the volume is first approved. Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**10. Catering-** We require that all caterers working at Space In Time to have a valid certificate of insurance and a credit card on file with us. Space In Time is production space and is to be used for final food presentation, plating, and bussing only. Please note Space In Time does not provide dishes, glassware, pots, pans, knives, or utensils. The space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. A final walk-through with a Host is mandatory at the close of your event. Caterers must remove all trash, composting and recyclables from the site. All trash, including sorted recyclables and properly sorted comostables, must be collected, properly bagged, and removed by the caterer or the Renter. Failure to remove or clean will result in additional fees to the caterer and will be charged to the caterer’s credit card or rental party on file. Renter agrees that they will \_\_\_\_\_ or will not \_\_\_\_\_ have a Caterer. Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**11. Alcohol-** It can be served if there is a licensed/permit holding mobile bartender serving with alcohol awareness training. Will Alcohol be served at the event? \_\_ YES \_\_ NO. If so, Renter is hiring Licensed Vendor/Catering Company: \_\_\_\_\_ We require you to obtain certificates of insurance from all third party vendors. Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**12. Liability-** Renter agrees to indemnify, defend and hold Space In Time, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at Space In Time. In the event Space In Time, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, the Renter agrees to pay Space In Time, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Space In Time including all collection expenses and interest due.



It can be paid at: [PayPal.Me/spaceintimeatl](https://www.paypal.com/payto/spaceintimeatl)

I authorize Space In Time to charge the credit card indicated 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.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below. Once completing this online, please email it to us at [spaceintimeatl@gmail.com](mailto:spaceintimeatl@gmail.com)

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**Renter's Signature**

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**Owner's Signature**

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**Address**

290 Hilderbrand Dr.B4 Atlanta,GA  
30328

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**Address**

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**Phone**

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**Phone**