



# Eventology23, LLC Facility Rental Agreement

This rental agreement is made on \_\_\_\_\_,  
20\_\_\_\_\_, by and between Eventology23, LLC (hereinafter “Owner”) and  
\_\_\_\_\_, (hereinafter, “Client”). The Client  
agrees to rent the building, its premises, and designated personal property located at 1611  
Jonesboro Road, SW Atlanta, Georgia 30315 (hereinafter “Facility”), and the Owner agrees to  
make available the Facility in accordance with the terms set forth below.

Hourly Rate: \_\_\_\_\_

Total Hour: \_\_\_\_\_

Tax: \_\_\_\_\_

**\*Cleaning Fee: \$125**

**(refundable after the event)**

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

Down Payment: \_\_\_\_\_

Balance Due: \_\_\_\_\_

**\*Linen Cleaning Fee \$30**

Point of Contact: \_\_\_\_\_

Client Phone: \_\_\_\_\_

Client Email: \_\_\_\_\_

Client Website/Social Handles:  
\_\_\_\_\_

Client Address:  
\_\_\_\_\_  
\_\_\_\_\_



**Reservation Information**

- 1. The Client shall pay to the Owner the rental fee, \$ \_\_\_\_\_, no later than \_\_\_\_\_ (21 days before the commencement of the rental period).
- 2. A non-refundable deposit in the amount of \$ \_\_\_\_\_, is due upon the signing of this agreement to secure the event date. The amount will be added to your total booking amount.
- 3. An event manager will be available to the Client leading up to the event. The event manager will be on-site the day of the event.
- 4. Event Manager: \_\_\_\_\_ Phone: \_\_\_\_\_
- 5. **Event Date:** \_\_\_\_\_

**Event Description: Indoor/Outdoor**

---



---



---



---



---

**\*Receive up to 5hrs free of decorating/set up time**

Set-up Time: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_

Breakdown/Clean-up: \_\_\_\_\_ Total Hours: \_\_\_\_\_ Number Expected: \_\_\_\_\_

Ticket Prices (if any): \_\_\_\_\_ #of Chairs: \_\_\_\_\_ Upgrade: Yes/No

#of Tables: \_\_\_\_\_ #of Linen: \_\_\_\_\_ Turf: Yes/No Outdoor Fans: Yes/No

Tents: Yes/No

Licensed Security Company: \_\_\_\_\_

Will there be alcohol at this event? \_\_\_\_\_ Licensed Bar Service: \_\_\_\_\_

Event Insurance: Yes/No Company: \_\_\_\_\_ Amount Insured: \$ \_\_\_\_\_



## Additional Terms & Conditions

### Payment

This agreement includes all fees and costs for the Facility rental. There is a **non-refundable** rental deposit equal to \_\_\_\_\_. The remainder of the rental fee is due 21 days prior to the scheduled event. Additional fees for extraordinary cleaning services or Facility repair resulting from the Client, the Client's personnel or guests damaging or destroying the Facility shall be invoiced to the client. All invoices are subject to payment within 10 days of issuance.

### Cancellation Policy

The \_\_\_\_\_ deposit is non-refundable.

**If the Client cancels the event less than 45 days prior to the event, the Owner is under no obligation to refund the Client the balance of the rental fee.** The Owner will not refund the security deposit. Should the Client fail to pay the full Facility rental fee 21 days prior to the event, the Owner reserves the right to cancel the Client's reservation and is under no obligation to refund the Client's deposit.

Should the Owner be forced to cancel the Client's reservation, due to no fault of the Client, the Owner will refund **all monies** to the Client.

### Facility Conditions

#### **Facility Use and Cleaning Procedures**

To ensure a seamless experience for both parties, we kindly ask you to review the following cleaning procedures and expectations:

- **Pre-Event Cleaning:** A thorough cleaning will be performed by our staff prior to your event.
- **Security Deposit:** A refundable security deposit of \$125 is included in your rental agreement. **This deposit will be refunded in full following a satisfactory inspection of the facility, provided basic cleaning is completed by the client.**
- **Cleaning Options:** You have the flexibility to choose between performing a basic clean-up yourself or opting for our cleaning service. **If you prefer our cleaning service, the security deposit of \$125 will not be refunded to you.**
- **Post-Event Cleanup:** We kindly request your prompt attention to post-event cleaning. **Immediately following the event's designated end time, guests must depart, music must be turned off, and basic breakdown and cleanup should commence. Failure to adhere to this 5-minute grace period will result in an additional hourly charge being applied to your final bill.**
- **Facility Inspection:** Upon arrival for your event, we encourage you to inspect the facility and report any pre-existing concerns to our staff immediately.

By following these guidelines, we can ensure a smooth and enjoyable experience for all involved. Please don't hesitate to reach out if you have any questions.



## **Insurance**

The Owner maintains general liability, fire, and property insurance. However, the Owner's insurance policies do not cover or protect against injury to the Client, or damage to the Client's personal property, nor damage or injury to Client's guests or to their personal property.

## **Security**

**To ensure the safety of everyone, we utilize security cameras throughout the venue, both indoors and outdoors. Restrooms are excluded for privacy reasons.**

**\*The Client must provide ample security for all guests during the event.**

In the instance of youth or underage events, additional security shall be required as determined by the Owner. The Client may provide chaperones for the youth event with prior written authorization/approval of the Owner.

**\*Mandatory security is required when serving and or selling alcohol. The Client must provide licensed security guards who are in place to check ID at the door and identify guests under 21 and provide them with wristbands or a hand stamp. The Client must hire one (1) security guard per 80 (eighty) guests. If you are unable to provide a licensed security guard. Eventology23 will provide preferred security. See the attached Security Release form.**

## **Beverage Consumption Regulations**

Alcohol consumption during the event requires prior approval by the Owner and will require additional security as determined by the Owner.

Alcoholic beverages sold to the Client's guests must be provided by a bartender who holds all necessary and required licenses under Georgia law.

No individuals below the legal age required for alcohol consumption shall be permitted to consume alcohol at any time at the Facility.

## **Catering**

The Client agrees to indemnify and hold harmless the Owner from any and all legal actions that may arise as a result of the Client's use of an unlicensed and/or uninsured caterer for the event.

If the Client decides to use the food warmer provided by the Owner, the Client agrees to provide and use only 18" x 26" aluminum sheet pans.

## **Indemnification**

The Owner shall not be liable for any damages, losses or injuries to the Client's personnel or guests during the event.



The Client shall be liable for any physical damages, no taping on the walls is permitted, legal actions, and/or loss of reputation or business opportunities that the Owner may incur as a consequence of the actions of the Client or any of the Client's personnel or guests while the Client has control and use of the facility. The Client shall indemnify and hold harmless the Owner against any and all legal actions which may arise from the Client's use of the facility. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

### **Mediation/Arbitration**

In the event of any controversy or claim arising out of or relating to this agreement, or a breach thereof, the parties hereto shall first attempt to settle the dispute by mediation, using a mediator registered with the Georgia Office of Dispute Resolution. Each party will pay 1/2 of the mediator's fee.

If a settlement is not reached within 60 days after the service of a written demand for mediation, any unresolved controversy shall be settled by binding arbitration administered by an arbitrator registered with the Georgia Office of Dispute Resolution. The number of arbitrators shall be one. The place of arbitration shall be Atlanta, Georgia. Georgia law shall apply. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The party found responsible for breach of the agreement shall be responsible for paying the entire cost of the arbitration.

### **Miscellaneous Terms**

Unless additional service packages have been purchased, the Owner's staff will not serve, secure, or decorate before or during the event.

If table and chair services are requested, the client must provide a layout for the event before the date of the event.

The number of guests attending the Client's event may not exceed the Facility's maximum capacity of persons allowed, at any given time.

All guests attending the event shall remain within the designated areas.

The Owner will not be held liable for any property left on the premises after the event's conclusion.

All Facility staff will be permitted to enter the premises at any time during as well as after the event.

No live animals will be allowed on the premises. (Excluding service animals).

The Owner will be permitted to photograph the event during the event so long as the event is not disrupted.

**\*No smoking** will be permitted in any area of the Facility at any time. A designated area for smoking will be assigned if necessary.

**Acceptance**

The parties acknowledge and agree to adhere to this agreement in its entirety.

I, \_\_\_\_\_ agree and adhere to all terms and conditions of Eventology23.



*Payments should be made to Eventology23, LLC, Cash, in-state Checks, and all major credit cards are accepted.*

Client Signature, date	Owner's Signature, date
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code



## Security Release

### **Eventology 23 Preferred Security**

If serving alcohol during an event at Eventology 23, licensed security is mandatory. This will serve as an additional cost of \$50 an hour to your booking.

You can pay directly to Eventology 23 or call Security Deputy Roderick Reynolds at 404-333-5304. Contract for security deposit must be made no later than 21 days before the date of your event.

-----  
Owner

-----  
Client

-----  
Date