



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, premises, and designated property located at
1611 Jonesboro Road, SW Atlanta, Georgia 30315 (hereinafter "Facility"), and the
Owner agrees to make the Facility available in accordance with the terms set forth below.

Client & Event Information

Client Contact Information:

Point of Contact: _____
Client Phone: _____
Client Email: _____
Client Address: _____

Event Details:

Event Date: _____
Event Description: _____
Expected Number of Guests: _____ (Cannot exceed facility capacity)
Set-up Time: _____
Event Start Time: _____
Event End Time: _____
Breakdown/Clean-up Time: _____
Total Rental Hours: _____
Will alcohol be served? ☐ Yes ☐ No

Mandatory Event Insurance

Client Acknowledgment:

☐ By checking this box and signing this agreement, the Client acknowledges and agrees to comply with all insurance requirements outlined in this section.

1. Insurance Requirement

The Client is required to obtain special event insurance coverage for the duration of the event, including setup and breakdown periods. Proof of insurance must be provided to Eventology23, LLC no later than 30 days prior to the event date.

2. Minimum Coverage The policy must include:

- General Liability Coverage of at least \$1,000,000 per occurrence.
- Property Damage Coverage.
- Host Liquor Liability (if alcohol is being served).

3. Preferred Provider: For convenience and compliance, the Client is encouraged to obtain coverage through Eventsured (www.eventsured.com), a reputable event insurance provider. Equivalent coverage from another licensed insurer may be accepted, subject to prior written approval by Eventology23, LLC.

4. Certificate of Insurance (COI): The Certificate of Insurance must:

- List Eventology23, LLC as an "Additional Insured".
- Include the event date(s) and location (1611 Jonesboro Road, SW Atlanta, Georgia 30315).
- Be submitted to Eventology23, LLC by the stated deadline.

5. Failure to Comply: Failure to obtain and provide proof of required insurance may result in the cancellation of the event at the Client's expense, in accordance with the cancellation terms of this contract.

***Venue 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.

Fees & Payment Schedule

Itemized Rental Fees:

Hourly Rate: \$ _____

Total Hours: _____

Rental Subtotal (Rate x Hours): \$ _____

Refundable Cleaning Deposit: \$125.00

Throne/Loveseat Accent Chairs \$ _____

Linen Cleaning Fee (if applicable): \$30.00

Tax: \$ _____

TOTAL RENTAL FEE: \$ _____

Payment Schedule:

Non-Refundable Deposit: \$ _____ (Due upon signing of this agreement)

Down Payment Made: \$ _____

BALANCE DUE: \$ _____ by _____

The remaining balance of the rental fee is due 21 days prior to the scheduled event.

Payment Methods:

Payments should be made to Eventology23, LLC. Cash and all major credit cards are accepted. There will be a 2% charge on credit card transactions. All invoices are subject to payment within 10 days of issuance.

Cancellation Policy

- The initial deposit is non-refundable.
- If the Client cancels the event less than 45 days prior to the event date, the Owner is under no obligation to refund the balance of the rental fee.
- 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 reservation and is under no obligation to refund the Client's deposit.
- Should the Owner be forced to cancel the reservation due to no fault of the Client, the Owner will refund all monies paid by the Client.

Facility Rules & Regulations

Cleaning Procedures:

- A refundable security deposit of \$125 is included in your rental agreement.
- The Client has the option to perform a basic clean-up to receive a full refund of the security deposit.
- If the Client prefers the Owner's staff to perform the cleaning, the \$125 security deposit will not be refunded.
- Immediately following the event's end time, guests must depart and cleanup must commence. A 5-minute grace period is allotted, after which an additional hourly charge will be applied.
- Please adhere to the **Post-Event Clean-Up Checklist** included with this rental agreement.

Security:

- Security cameras are utilized throughout the indoor and outdoor areas of the venue for safety. Restrooms are excluded for privacy.
- The Client must provide adequate security for all guests. Additional security may be required for youth or underage events as determined by the Owner.
- **Mandatory security is required when serving or selling alcohol.**
- The Client must hire one (1) licensed security guard for every eighty (80) guests to check IDs at the door.
- If the Client cannot provide a licensed security guard, Eventology23 will provide its preferred security service at an additional cost of \$50 per hour. The attached **Security Release form** must be completed.

Alcohol & Beverage Consumption:

- Alcohol consumption requires prior approval from the Owner.
- Alcohol sold to guests must be provided by a bartender holding all necessary Georgia licenses.
- No individuals under the legal drinking age shall be permitted to consume alcohol 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.

General Conduct & Restrictions

- **Capacity:** The number of guests may not exceed the Facility's maximum capacity at any time.
- **Decorations:** No taping on the walls is permitted.
- **Smoking:** Smoking is not permitted in any area of the Facility. A designated smoking area will be assigned if necessary.
- **Animals:** No live animals are allowed on the premises, with the exception of service animals.
- **Personal Property:** The Owner is not liable for any property left on the premises after the event's conclusion.

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.

Facility Rental Requests

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.

Event Manager: _____ Phone: _____

Event Description: Indoor/Outdoor

***Receive up to 4 hours FREE of decorating/set up time**

Set-up Time: _____ #of Chairs: _____ Upgrade: Yes/No

Event Start: _____ #of Tables: _____

Event End: _____ #of Linen: _____

Breakdown/Clean-up: _____ Turf: Yes/No

Total Hours: _____ Outdoor Fans: Yes/No

Number of Guests Expected: _____ Tents: Yes/No

Ticket Prices (if any): _____

Licensed Security Company: _____

Point of Contact & Phone Number: _____

Will there be alcohol at this event? Yes/No

Licensed Bar Service: _____

Event Insurance: Yes/No

Company: _____

Amount Insured: \$ _____

Legal & Liability

Indemnification:

The Client shall be liable for any physical damages, legal actions, and/or loss of reputation that the Owner may incur as a consequence of the actions of the Client, their personnel, or their guests. The Client agrees to indemnify and hold harmless the Owner against any and all legal actions that may arise from the Client's use of the Facility. The Owner shall not be liable for any damages, losses, or injuries to the Client's personnel or guests during the event.

Dispute Resolution:

In the event of a dispute, the parties agree to first attempt to settle via mediation with a registered mediator from the Georgia Office of Dispute Resolution. Each party will pay half of the mediator's fee. If mediation fails to resolve the issue within 60 days, the dispute shall be settled by binding arbitration administered by one arbitrator in Atlanta, Georgia, under Georgia law. The party found responsible for the breach of the agreement shall pay the entire cost of 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 of Terms

The parties acknowledge they have read, understood, agree and adhere to all terms in this agreement in its entirety.

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

Payments should be made to Eventology23, LLC. Cash and all major credit cards are accepted. There will be a 2% charge on all credit card transactions.





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

Eventology 23 Post-Event Clean-up Checklist

To receive a full refund of your security deposit, you must complete the required basic cleaning and begin breaking down the event space immediately after the event's end time.

General Clean-up

- ☐ All trash must be collected and placed in designated receptacles.
- ☐ Floors must be swept and mopped as needed to remove any spills or debris.
- ☐ All personal items and decorations must be removed from the facility and premises.
- ☐ Check that all restrooms are tidy, including wiping down sinks and ensuring toilets are flushed.
- ☐ Wipe down all hard surfaces, including countertops and tables.

Kitchen/Catering Area

- ☐ Ensure all food and beverages brought in by the caterer or client are removed from the premises.
- ☐ Remove all items from the refrigerator and other food storage areas.
- ☐ If the provided food warmer was used, ensure all 18"×26" aluminum sheet pans are removed.
- ☐ Wipe down all hard surfaces, including countertops.

DJ/Equipment

- ☐ All cords, connections, and equipment brought by the DJ must be disconnected and removed.

Decorator

- ☐ All decorations, including any items brought in for table and chair services, must be removed.
- ☐ Wipe down all hard surfaces, including tables.
- ☐ Ensure there is no tape or adhesive residue left on the walls, as taping is not permitted.
- ☐ Table and chair services should be broken down as arranged.
- ☐ Confirm that there are no damages caused by decorations, as the client is liable for any physical damages to the facility.

Note: The owner is not responsible for any property left behind after the event. The owner's staff will not clean or decorate unless a service package is purchased. A \$50 daily fee will be charged for items left on the premises more than 24 hours after the event.