



## Rental Agreement

This contract for the rental of Every Occasion Venue is made on this day, \_\_\_\_\_, between Bonnie Goss, Owner, and \_\_\_\_\_, Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue located at 100 N Main Street, Middleburg, PA known as Every Occasion Venue, and whereas, the Owner agrees to such rental, occupation, and use of Venue.

### **Therefore, the parties agree to the following terms and conditions:**

1. The Renter shall pay the Owner the sum of a \$50.00 deposit to reserve the desired date within 2 weeks/14 days of booking. If deposit is not received your reserved date will be canceled. If venue is not found cleaned the way renter found it; Deposit will also be used for clean-up charge.
2. The balance of your space rental fee is due two weeks/14 days before your event.
3. If event is not canceled 30 days prior to your reserved date your deposit is forfeited and will not be returned.
4. After event is over and the conditions of the signed agreement are met; the security deposit in the amount of \$50.00 will be returned to the Renter.
5. The cost to book the space for 3 hours or less is \$175.00. After your 3 hours have been met an additional \$25.00 charge per hour will be charged. Use of the kitchen is an additional \$25.00 charge.
6. The Renter shall have access to and use of the venue from \_\_\_\_\_(date) at \_\_\_\_\_(start time) to \_\_\_\_\_(end time), for the purpose of hosting the Renter's \_\_\_\_\_ event. Owner shall provide to Renter the key and other items necessary to give Renter access to Venue.
7. Renter shall remove **all personal property, trash, and others items** that were not present in the venue and parking lot when Renter took control of it.
8. There is **NO SMOKING or DRUG USE** inside the building.
9. Alcohol is prohibited outside of the venue.

10. Every Occasion Venue takes no responsibility for personal items left on premises during or after any event.

11. Every Occasion Venue 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 are to be used on our walls or floors. Only low tack tape is allowed on our floors, ceiling and walls. Any damages assessed will be charged after your event.

**Renter agrees to hold facility harmless shall any liabilities, claims, or causes of action that may take place as a result of the Renter's use of the facility.**

**The Owner shall not be held liable for any damages, loss or injuries to personnel or guests during the event.**

**The person signing the Agreement on behalf of the parties each warrant authorized to make agreements and to bind their principals to this Agreement.**

**Upon signing of this Agreement, a fully executed agreement will be in force. I/we have read and accept the terms therein:**

Renter's Address: \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Renter's Signature                      Printed Name                      Date

Will you need use of the kitchen? Yes or No

Estimate how many will be attending \_\_\_\_\_

Will you need to rent tablecloths? Yes or No      Black or White tablecloths

Popcorn Machine Rental? Yes or No

Cotton Candy Machine Rental? Yes or No