

This AGREEMENT is made by and between the Client and The Mercy Grace Center for good and valuable consideration and for the mutual covenants and conditions herein contained. A non-refundable \$250 initial deposit is due to reserve your date. By paying the \$250 deposit you have agreed to the terms and conditions of this contract. Half of the remaining deposit is due 30 days before your event. The remaining balance is due 2 weeks before your event. If event is cancelled after the full payment is made; **no refund** will be offered. Client agree as follows:

Event cannot substitute for any other event.

The age of all persons responsible for renting The Mercy Grace Center must be at least twenty-one (21) years and older with no exceptions. This rule is strictly adhered to.

1. Damages:

A \$250.00 damage deposit is required for all events. The damage deposit is due on or before your final payment. Your deposit will be returned based on the following conditions:

1. The facility is returned in the same condition as received. (Chairs stacked in piles of 8 against the wall).
2. Floors are swept of debris and food. (Including bathrooms) (Mopping not necessary unless food has been spilled)
3. The event ends at the designated time.
4. All trash including kitchen, bathroom and general areas must be taken out.
5. No trash including balloons, bottles, cigarette butts or food is left in the parking lot.

Renter(s) is responsible for:

- any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them;
- the conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event;
- the proper handling of all equipment and furnishings; and
- removal of trash to disposal bin.

2. Check-in and Check-out Time:

Check-in and check-out times are strictly enforced to prepare The Mercy Grace Center for other scheduled events. Your deposit will not be refunded if you are not out by the specified time as contracted.

3. Set-Up/Break-Down:

The client is responsible for the set-up and break-down of the table and chairs and their event decorations and any additional furniture not provided by The MG Center. (See Clients Responsibility Form)

4. Use of Property:

Upon arrival, the responsible party for the rental must check-in with the office staff prior to setup to review responsibilities and policies. The responsible party will be held accountable for the action of all the rental participants.

Sorry, no pets are allowed on the property of The Mercy Grace Center.

5. Noise Ordinance:

No loud activities outside of The Mercy Grace Center so that you do not disturb other members and guests at the facility or in the surrounding area. No gathering or time lagging after the event in the parking lot permitted. Client is responsible for all guests leaving the premises after the event. This rule will be strictly adhered to.

6. Smoking:

This is a smoke-free facility. This rule will be strictly adhered to.

7. Alcoholic Beverages:

It is our policy as well as the law that all liquor, wine and beer must be served by our licensed bartender. Uniformed security personnel is also required. We consider it our responsibility to enforce the legal drinking laws of the state. This is for your safety and for the safety of others.

NO ALCOHOL OUTSIDE – If your guests are caught drinking outside you will get (1) warning. If your guests are caught drinking again your event will be shut down and no money will be refunded.

8. Weapons/Firearms:

Weapons and/or firearms are prohibited from anywhere on the property of The Mercy Grace Center (including buildings, grounds, and parking lot). This rule will be strictly adhered to.

9. Catering:

The renter(s) is responsible for making his/her own arrangements with the onsite caterer of the Mercy Grace Center which is Minute Events Catering. No outside food unless approved by owner. The only vendors that will have access to the facility are candy and cakes.

10. Decorations:

The following rules are applied and must be followed by all renter(s): 1. No staples, thumb tacks or nails in furniture or on the walls 2. No repainting of walls 3. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements. **NO CONFETTI, GLITTER OR SPRINKLES OF ANY KIND!**

11. Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

12. Wireless Internet Services:

Wireless internet services are available upon request at no extra cost to the renter(s).

13. Sound and Audio Visual — Equipment Rental:

The following equipment is included in the rental:

One - Podium and Microphone

One - Wireless hand-held microphone

In-house Speaker System

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Mercy Grace Center to permit the Applicant the right to use the Premises at the time or times specified therein. By making your initial deposit you are agreeing to the terms and conditions of this agreement.

The Mercy Grace Center owners and agents wish for our guests to have a beautiful, fun, and memorable event, but request that the Mercy Grace Center buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guest.