

## Rental Agreement

To reserve our venue for your requested date, a deposit of \$100 must accompany this Agreement.

Any cancellation made less than 5 days prior to rental date will result in forfeiture of Deposit.

Rental fee is due and payable at least 7 days prior to rental date.

Deposit will be refunded within 3 days after rental date if there are no damages to the property and no cleanup is required.

If Renter elects to have The Whisk & Willow clean after the event, a cleaning fee of \$50 will be charged and shall be paid in advance with rental fees.

If Renter elects to clean the facility, it must be cleaned within one hour following the end of the rental block of time. The deposit, cleaning fee, the rental fee and any add-on packages are payable in cash, by check or by credit card.

A cleaning checklist is attached to end of this Agreement.

The Whisk & Willow is responsible for unlocking the facility before the rental period; Renter is responsible for locking the facility after the activity or event.

If Renter needs access to the facility prior to the rental time or date, Renter must contact The Whisk & Willow to make arrangements for access.

Renter and its guests shall abide by the City of Arapahoe parking laws and Renter specifically agrees not to allow vehicles to park in the alley on the east side of the facility or block access to any private residence in the neighborhood.

As our venue is located in a semi-residential neighborhood, every effort will be made to continue to be a good neighbor. Renter agrees to move all festivities indoors and try to keep the noise to a minimum after 10pm.

Renter's Initials\_\_\_\_\_

Smoking is not allowed anywhere on the premises.

Consumption of alcohol is allowed on the premises, provided that Renter and Renters guests abide by all applicable law regarding alcohol possession and consumption.

Illegal gambling of any kind is not permitted in the rental facility. Lewd, illegal or indecent conduct is not permitted on the premises.

Renter must have two or more individuals age 21 or older present at all times on the premises during Renter's use of the facility.

The Whisk & Willow is not responsible for any lost, damaged or stolen property during the rental of the facility.

Renter is responsible for all guests and their actions. The Whisk & Willow is not responsible for any act or omission by the Renter or its guests.

Renter may decorate the facility as long as no damage or holes are made to the drywall, paint, wood, epoxy floor or furniture items included with the rental. Renter may not damage or mark up the walls, floors or ceilings.

Renter may not use duct tape, adhesive, or any other damaging product on the drywall surfaces of the facility.

The Renter may not staple, nail or tack any signs or decorations to the trees, signs, utility poles, inside or outside walls of the facility.

No candles or open flames are permitted at the facility.

Epoxy flooring can be permanently stained by mustard or red wine and Renter agrees to clean up any spills immediately.

Renter's Initials \_\_\_\_\_

The Renter agrees to hold harmless The Whisk & Willow for any injury caused to any individual that chooses to utilize any amenities at the facility.

The Whisk & Willow will maintain all amenities and ensure their safety and upkeep to the best of their ability.

The Renter accepts responsibility to ensure that all guests, regardless of age, use any outdoor equipment and amenities properly and safely.

The Renter understands that security cameras are installed on the property, both inside and outside.

Renter's Initials \_\_\_\_\_

The renter gives permission to The Whisk & Willow to use any photos taken prior, during or after the event for promotional purposes without compensation to the Renter.

Rental Initials\_\_\_\_\_

**Additional Provisions:**

I have read the above information, accept it as printed, and agree to the terms and conditions for renting the The Whisk & Willow facility.

Furthermore, I understand that in signing this Agreement I am held responsible for meeting and upholding all the requirements herein.

I understand that the entire Reservation Deposit may be forfeited, and additional costs may be charged to me if the facility is damaged during the rental.

Renter

*Printed Name of Renter* \_\_\_\_\_

Address\_\_\_\_\_

Phone Number\_\_\_\_\_ Email \_\_\_\_\_

*Signature of Renter*\_\_\_\_\_

Date\_\_\_\_\_

The Whisk & Willow

*Printed Name of Owner*\_\_\_\_\_

*Signature of Owner*\_\_\_\_\_

**Cleaning Checklist**

- Turn off all lights, fans, electronic devices, audiovisual equipment, etc.
- Dispose of all bottles, cans, plates, napkins and trash of any kind. Trash bags to be taken to the dumpster on the northeast corner of the building and all trash bags will be replaced in all trash cans used.
- Pick up any trash outside the building.
- Remove and dispose of all decorations, unless owned by The Whisk & Willow.
- Remove all food, beverages, etc. from the refrigerators and freezers.

- Clean all counters and surface areas, including any food or drink spilled anywhere in the facility.
- Mop up any areas of the floor if anything has spilled on it.
- Spray any spills on provided tablecloths with stain pre-treatment provided to prevent permanent stains.
- Remove all personal belongings from the facility. If any items are left behind, they will be returned to the Renter although The Whisk & Willow will have no liability for such items.