

## Event Center Rental Agreement

**Between the St. John House and**

Name \_\_\_\_\_ Rental Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Additional Phone \_\_\_\_\_

Type of Function \_\_\_\_\_ Start Time \_\_\_\_\_

Number of Guest Expected \_\_\_\_\_ Finish Time \_\_\_\_\_

### Terms & Conditions

#### No Smoking Within the Building

**Deposit:** \$150.00 due upon signing contract. Deposit fee will be returned if there is no breakage, damage or loss to the building or contents or additional expenses incurred due to event. If breakage, damage, or loss, or additional expenses incurred exceeds \$150.00 the undersigned agrees to reimburse The St. John House for the excess within five (5) days. Deposit is nonrefundable due to cancelation.

**Rental Charge:** \$300.00 for up to 5 hours. The charge for each additional hour is \$ \_\_\_\_\_. The rental fee must be paid no later than thirty (30) days in advance of scheduled event and is nonrefundable. Additional hours must be booked in advance at signing of contract.

**Decorations:** Absolutely no taped or nailed decorations are permitted on ceilings or walls. Decoration packages are available from The St. John House.

**Clean up:** Clean-up is responsibility of the renter. Trash bags and cans are provided, and the outside dumpster is available for all trash generated by event. Cleaning service is available for a Fee of \$50.00

**Liquor, Wine and Beer:** May be supplied by licensed caterer or beverage company only. Insurance from beverage company must be submitted. Outside catering for food is permitted.

**DJ Service and Lighting:** DJ and lighting available at a rate of \$150.00 for 5 hours.

Type of music requested: \_\_\_\_\_

Electronic equipment available for rental at a rate of \$50.00 per event; HD projector, 100" pull down screen, 500-watt PA system with one mic and Bluetooth capability.

Flower & centerpiece packages available upon request: \_\_\_\_\_

\_\_\_\_\_

Total \$ \_\_\_\_\_

**NO CANDLES, FLAMES OR FOG MACHINES ARE ALLOWED:** All exits must remain clear and original furniture must remain in placed location. Catering and banquet tables may be moved and adjusted with consent from St.John House staff.

**PERSONAL PROPERTY:** The St.John House will not assume responsibility or liability for personal property and equipment brought onto or left on the property.

**FORCE MAJEURE:** Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to natural disasters (ex. earthquakes, tornadoes, hurricanes, floods), government authority, acts of terrorism, labor disputes, or any other act outside the control of The St.John House LLC and the signed parties.

**INDEMNIFICATION:** The Renter, their successors and assigns, hereby indemnifies and holds The St.John House, its officers, directors, members, employees, agents, successors and assigns, free and harmless from and against any and all claims, actions, damages or expenses, including reasonable attorneys' fee and any such fees to enforce this indemnification, for which The St.John House, its officers, directors, members, employees, agents, successors and assigns may become liable or incur in connection with any matter associated with Renter's use of The St.John House facilities for the event listed above.

I understand and agree the above terms and conditions:

X \_\_\_\_\_ Date \_\_\_\_\_