

# **Pencil on Paper Gallery, LLC**

## **Facility Event Space Rental Agreement**

This contract for the rental of Pencil on Paper Gallery, LLC is made (date),  
\_\_\_\_\_, by and between \_\_\_\_\_, hereafter referred to as the  
Owner, and \_\_\_\_\_, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 14466 Midway Road, Farmers Branch, TX 75244 and known as Pencil on Paper Gallery, LLC.

Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay to the Owner the sum of \$\_\_\_\_\_ no later than \_\_\_\_\_ (Two weeks before the commencement of the rental period). Of this amount, \$\_\_\_\_\_ is a non-refundable deposit that will be applied to rental charges upon final settlement of accounts. The remainder, \$\_\_\_\_\_, is for damages/security deposit which will be returned to the Renter upon settlement, minus any charges for actual damages done to the venue by Renter or his/her associates.
2. The Renter shall have access to and use of the venue from \_\_\_\_\_ o'clock on \_\_\_\_\_, to \_\_\_\_\_ o'clock on \_\_\_\_\_, for the purpose of hosting the Renter's \_\_\_\_\_ event.
3. The full rental fee for the use of the venue described in (2) above shall be \$\_\_\_\_\_. The balance of the rental fee due, less the non-refundable deposit described in (1) above, shall be payable to the Owner upon the expiration of the rental period described in (2) above.
4. Within \_\_\_\_\_ of the rental period's expiration, Renter shall tender to Owner the rental fee balance due.
5. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.
6. Upon Renter's completion of his/her obligations under (4) and (5) above, the Owner shall return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.
7. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

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