

Unity Family Life Center

Rental Agreement, page 1 of 2

Name: _____ Event Date: ___/___/___

Address: _____

Phone number: _____ 2nd number: _____

Type of Event: _____ How many guests, Limit: 99 _____

Event Start time: (Include Set up) _____ End time: (Include tear down) _____

If you go over your event time you will lose your deposit. The venue is locked at Midnight.

This agreement is made between the party paying/the rentee and Unity Family Life Center/rentor. (UFLC) The rentee/party paying is the only party that can make changes or have communication with Unity Family Life Center (UFLC) unless there is written permission signed by the rentee/party paying. (attached)

Cancellation Policy:

All payments are NONREFUNDABLE if you cancel within 30 days of your event. If an event is rescheduled within 2 months of the original event date, deposits will be applied to the balance of the new event except for the security deposit. You will have to repay the security deposit. If the event is canceled by UFLC due to the rentee's noncompliance with terms and conditions, **no refund will be given.** Rentee Initials _____

Alcoholic Beverage: NO alcohol will be sold during **ANY** event or served to anyone under age. All events serving alcoholic beverages will have security/police officer on site for an extra fee. **Security is required for events with alcohol. Security plans will be made by UFLC and security will have to stay the entire time alcohol is served. You will be responsible for any guest that is served alcohol.**

Alcohol will be served _____ Alcohol will NOT be served _____

(If you serve any alcoholic beverages after you check no, you will lose your deposit and your event will be SHUT DOWN) Rentee Initials _____

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*Sweep floor before you leave.

*Use designated areas for decorations, Do not damage walls

*Use only designated areas for smoking.

Throw out all trash – USE RECYCLE CONTAINERS – WE WILL RECYCLE**

*Wipe off kitchen counter tops, wipe out microwave & refrigerator & warmer and oven IF USED

*Check both bathrooms for trash & make sure water is turned off in sink

*Put **ALL** chairs back in the chair storage area – follow the set up chart.

*Make sure everyone is out of the building on time (including DJ & Decorator) Allow ample time for clean up.

*Lock the door when leaving. Make your event successful!

****REMEMBER TO BRING YOUR OWN TRASH BAGS, BUT USE OUR RECYCLING BINS FOR THE RECYCLABLES – we will dispose of recyclables, you dispose of trash!****

Clean-Up Rules/Responsibilities: ALL rules for cleanup must be followed in order for you to get your deposit back.

- *DO NOT leave ANY doors open when you are loading, unloading or throwing out trash. (We do not want any people or animals wandering in unknowingly)
- *DO NOT leave any liquids or food and trash on the floors .
- *DO NOT have ANY decorations with glitter, confetti, paint, or silly string inside or outside the building.
- *DO NOT leave any food, trash or decorations in the parking lot, sidewalk or around the building.
- *DO NOT leave food in kitchen sink or refrigerator. This is trash and can cause a forfeit of your deposit.
- *DO NOT use tables without covering them . (We do not provide)
- *DO NOT go over your event time .
- *DO NOT use stove top. (Fire Marshall Rules)

I understand that all the rules & responsibilities on page 1 and page 2 must be followed or the security deposit will not be refunded. Rentee Initials _____

Payment/Deposit Information

Security Deposit: \$ _____ (Your event date will be reserved upon receipt of this contract and \$100 deposit.) Deposit will be refunded within (5) days after the event.

Security deposit is nonrefundable if you cancel your event or you go over your event time. Renter Initials _____

Rental Fee: \$ _____ \$75.00 per hour, 3 hour minimum including set up and tear down/cleanup

Other Fee: \$ _____ Going rate for Security if alcohol is served.

Total Fee: \$ _____ Due by: _____

Form of payments: Cash, Money Orders, or Cashier checks and personal checks are the only forms of payment accepted. **No credit cards or debit cards. A receipt will be provided.**

Full payment must be paid no later than (30) days before your event. Final Payment due by _____

If you have not paid the balance by your due date, UFLC has the right to cancel your event for nonpayment. Any money paid will be nonrefundable. No part of the rental contract or terms and conditions may be altered without agreement by both parties. Rentee Initials _____ UFLC Initials _____

Rentee agrees to abide by everything in this agreement and acknowledges having received a copy thereof.

Rentee will be held financially responsible INCLUDING ATTORNEY'S FEES for any damage to the facility or equipment, which occurs through the Rentee's event at the facility. Indemnification: User/rentee agrees to defend, indemnify and hold harmless UFLC from and against any and all claims, demands, causes of action, or liabilities incurred by UFLC arising from Rentees' acts or omissions under this agreement or any act or omission of Rentee's vendors, contractors, or persons attending the meeting or event with the express or implied permission or invitation of Rentee, except as may arise from the negligence or willful misconduct of UFLC. UFLC will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. Rentee will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

Rentee acknowledges that he/she has read and agrees to all above terms and conditions.

Date: _____ Rentee Signature (over 21) _____ Print Name _____

Print Address and valid license number: _____

UFLC Representative _____