

**EVENT SPACE RENTAL AGREEMENT**

**Tree County Players** (“OWNER”) hereby agrees to lease the premises, known as **The Playhouse** (“Premises”, further defined below) to: \_\_\_\_\_ (“Renter”) for the limited purpose and time of hosting an Event:

**EVENT:**

Title: \_\_\_\_\_  
Date: \_\_\_\_\_ (“Day of Event”)  
Activities: \_\_\_\_\_ (e.g. Dinner, Auction, etc.)  
Expected Number of Guests: \_\_\_\_\_  
Will Minors be present? \_\_\_\_\_  
Will Food be served? \_\_\_\_\_ Third-Party Caterer? \_\_\_\_\_

OWNER agrees to rent the Premises to Renter for the Event, subject to the following terms and conditions:

1. **RENTAL PRICE:** At least one (1) week prior to Day of Event, Renter shall tender \$ \_\_\_\_\_ to OWNER. This sum consists of the following:
  - A. **RENTAL FEE:** \$ \_\_\_\_\_ non-refundable
  - B. **DAMAGE DEPOSIT: \$50 refundable** in whole or in part on or before 30 days following Event, less expenses incurred by OWNER to repair damage done during Event.
  - C. **LIABILITY INSURANCE PREMIUM \$50 non-refundable** Required for OWNER to purchase Special Event insurance policy for this event OR Proof of liability insurance carried by RENTER covering the event date.

2. **PREMISES:** The Premises shall be limited to the space highlighted on the attached diagram and shall specifically include the Lobby and restroom facilities. Other space at The Playhouse is specifically excluded from this Rental Agreement and Renter agrees that neither it nor its guests will attempt to access space not included in the rented Premises.

- A. **Access** – Renter shall have access to the Premises beginning at \_\_\_\_\_ on the Day of Event and shall vacate the Premises no later than \_\_\_\_\_ that day.
- B. **Number of Guests** – Renter shall not permit more than \_\_\_\_ persons to be present inside the Premises at any one time.

C. **Decorations** – Renter may decorate the space for the Event, but shall not use any permanent or damaging adhesive methods for hanging such decorations, including nails, staples, or tape on walls, ceilings, or floors. Renter shall not employ glitter, confetti, or similar materials requiring an excessive amount of cleanup. Any balloons must be securely fastened to tables or similar structures. Any damage, excessive cleaning costs, or retrieval costs caused by decorations shall be the responsibility of Renter and will be deducted from the Damage Deposit. If the costs

exceed the Damage Deposit, Renter shall, within seven (7) days of receiving notice of such costs, tender payment of excess costs in full to OWNER.

D. Cleaning and Trash – Premises will be cleaned and all trash removed prior to Renter’s access. Renter shall return Premises in the same condition they are received. Trash receptacles will be provided for Renter’s use, but they shall be emptied into the dumpster at the site before Renter vacates the premises.

E. WiFi – Upon request, OWNER may, at its discretion, provide guest-access information for the WiFi network. OWNER does not guarantee the reliability of the network or internet access. Any liability incurred as a result of guest use of the network shall be the sole responsibility of Renter.

F. Furniture – The Premises include \_\_\_ tables and \_\_\_ chairs. Renter or its vendors shall provide any furniture to be used for event, including any additional chairs, additional tables, linens, etc. Any damage caused to floors or doors by furniture shall be charged to Renter.

G. Electric – Renter may access electrical outlets located around the perimeter of space. Renter will supply any power cords needed. OWNER does not guarantee electric service to these outlets and does not warrant against damage done to electrical devices.

H. Temperature – The thermostat for the Premises shall be set at \_\_\_ degrees by OWNER and Renter agrees that it will not alter the temperature without permission or allow guests to alter the thermostat. Additional costs incurred for excessive heating or cooling of the space will be charged to Renter in addition to the Rental Fee.

I. Alcohol – Renter may not permit or provide alcoholic beverages on the Premises or at the Event unless specific, written permission is granted by OWNER. Renter assumes all responsibility and liability for insurance, permitting, and dram shop laws if alcohol is served at the Event.

J. Smoking – Renter may not permit smoking on the Premises, including outdoors within 35 feet of the building, during the Event. Any damages caused by smoke, including from the odor of smoking, will be charged to Renter.

K. Volume – Renter shall ensure that the volume sound or noise of the event shall be kept to a reasonable level and will avoid projecting sounds or music to the surrounding area. For any noise complaint received by OWNER related to the Event, Renter shall be charged \$25. Renter shall be responsible for any citation from law enforcement received related to the Event, including any legal costs incurred by OWNER as a result.

L. Parking – The lot at The Playhouse is available for Renter’s use and Renter’s guests may park in any spot in that lot during the time of the event. The lot will be free from debris prior to the event. The Renter shall return the lot to the same condition it is received. OWNER does not guarantee the availability of any specific space or total number of parking spaces.

3. INDEMNIFICATION : Renter shall defend, indemnify and hold harmless OWNER and its directors, officers, employees, agents, stockholders, affiliates,

subcontractors and customers from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation attorneys' fees and costs) which arise out of, relate to or result from any act or omission of Renter.

4. STATEMENT OF AGREEMENT – OWNER is allowing Renter to use the Premises for the limited purpose of hosting the Event. OWNER expects Renter to manage the Premises during the Event in a reasonable and respectful manner and expects Renter to return the Premises in the same condition they were provided. By its signature below, Renter agrees to these expectations and agrees to be responsible for the costs specifically set forth in this Agreement and for any other costs incurred by OWNER as a result of Renter's failure to follow these expectations.

AGREED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_:

RENTER

OWNER

\_\_\_\_\_  
By:

\_\_\_\_\_  
By: