



# FACILITY RENTAL AGREEMENT

Type of Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Name of Renter(s)/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Time of Access: \_\_\_\_\_

Time of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

**Space(s) Rented**

- Zone 1     
  Zone 2     
  Zone 3     
  Zone 4     
  Zone 5

**Pricing**

**Zone 1**

- All day Saturday 12 hrs (\$3,000)
- Saturday Prime 6hrs (\$2,000)
- Friday or Sunday 6 hrs (\$1,000)
- Daytime/Week day 4 hrs (\$600)

**Zone 5 with Kitchen**

- All day Saturday 12 hrs (\$3,500)
- Saturday Prime 6hrs (\$2,500)
- Friday or Sunday 6 hrs (\$1,500)
- Daytime/Week day 4 hrs (\$800)

- Add Zone 2 (Side Ballroom) \$400
- Add Zone 3 (Private Ballroom) \$150
- Add Zone 4 (Private Ballroom) \$150

Other Services total: \_\_\_\_\_

Notes:

TOTAL \$

Paid today: \_\_\_\_\_

Check # \_\_\_\_\_, \_\_\_ Cash, \_\_\_ CC

Amount Due: \_\_\_\_\_

Due on: \_\_\_\_\_

Check # \_\_\_\_\_, \_\_\_ Cash, \_\_\_ CC

Amount Due: \_\_\_\_\_

Due on: \_\_\_\_\_

Check # \_\_\_\_\_, \_\_\_ Cash, \_\_\_ CC

Final Payment: \_\_\_\_\_

Due on: \_\_\_\_\_

Check # \_\_\_\_\_, \_\_\_ Cash, \_\_\_ CC

Additional Info: Renter agrees to pay actual replacement cost for all damages to facility including mirrors and floors. No glitter or flat confetti. All candles must be contained. DDA/District Event Venue does not provide any alcohol. Renter takes full liability for the distribution and consumption of alcoholic beverages. Photos and videos taken at the event (by DDA staff) are property of/and can be used for marketing purposes by DDA.

1) PROPERTY DAMAGE REFUNDABLE DEPOSIT. A Refundable Security Deposit of \$150.00 in CASH is required and will be collected on the Thursday prior to the event date and returned no later than 7 business days after the event upon complete review of your vendors and guests' actions. The cash security deposit is in the case that anything is damaged, broken, lost, missing or stolen. Initials: \_\_\_\_\_

There are instances that may deem this refundable security deposit as non-refundable. It is the client's responsibility to schedule a day and time to pick up the deposit. Deposit must be picked up within 30 days of the event. In the case the deposit has not been picked up by the client within 30 days from the event, DDA/ District Event Venue will assume the client has selected to use the deposit as gratuity for the Staff and/or Planner/Coordinator (if applicable) working the event. Initials: \_\_\_\_\_

2) NON-REFUNDABLE DOWN PAYMENT (AS SHOWN ON THIS DOCUMENT). The Client agrees to pay a non-refundable down-payment of 25% of the total contract value. This payment is for the use of the venue for the specified date of the event and must be paid at the time of the contract signature. If for any reason, you are not able to fulfill contractual obligation under this contract, the entire non-refundable down-payment will not be returned. District Event Venue has the right to release the desired event date to other client(s) in the case the non-refundable down payment is not received at the time of the contract signature. Without a down payment, District Event Venue cannot reserve any event date(s) for the client. Initials: \_\_\_\_\_ Down Payment is non-refundable. Should you need to cancel your event, a 50% refund of any additional payments made up until 60 days prior to your event will be issued. No refunds will be made within 60 days of an event.

3) Renter(s) has been informed of the requirement to acquire SPECIAL EVENT INSURANCE. Renter(s) hereby agree to provide DDA/District Event Venue with Certificate of such insurance no later than 10 days prior to the event's date. Initials: \_\_\_\_\_

Renter's Signature \_\_\_\_\_

DDA/DEV Rep Signature \_\_\_\_\_

Renter's #2 Signature \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_