

Event Space Rental Agreement

Event Date: _____ Set-Up Time: _____ Start Time: _____ End Time: _____ Wrap Time: _____

Event Name: _____ Number of Attendees: _____

Organization / Corporation: _____

Address: _____ City: _____ State: _____ Zip _____

Contact: _____ Email address: _____

Primary Phone: _____ Secondary Phone: _____

Rental Rate: _____ Security deposit: _____

Additional fees (if applicable):

This rental agreement is made and effective this date _____ by and between Final Bow Center for Children's Performing Arts and the above named renter:

USE OF PREMISES, ALTERATIONS AND FURNISHINGS:

- Renter will confirm start and end time at least 14 days prior to rental. Rental term includes event set up, event, event cleanup, including removal of trash, sweeping, etc.
- The room or rooms shall be used by the Renter exclusively.
- Maximum occupancy is 150.
- Renter shall comply with all the fire, health and sanitary laws, ordinances, rules, and orders of appropriate governmental authorities, with respect to Final Bow
- **No wall hangings or decorations may be applied to walls, doors, or windows. Contact with the mirrors is strictly prohibited.** Free-standing screens may be brought in for decoration.
- **No flammable materials are allowed on premises**, such as straw or hay bales, large quantities of grape vines or other such materials.
- **Smoking is not permitted inside the building.**
- **Pathways to emergency exit doors must be free and clear at all times.**
- **Children must be supervised at all times.**
- Renter shall make no alterations to the Room or Rooms or make any other changes without prior written consent of Final Bow.
- Final Bow's promotional materials must remain in place and displayed, uncovered and unobstructed, and displayed throughout event.
- Final Bow's artwork is to remain in place on walls and/or on stands throughout the event.
- Furniture is to remain in place unless prior written permission from Final Bow has been granted.
- A vacuum, broom and cleaning wipes are available for use in cleanup. Trash must be removed from building and cans replaced to original location.
- Light fixtures must remain as-is and uncovered.

ENTRY AND EXIT:

- Renter agrees that Final Bow staff may enter and exit premises during the course of the event.
- Renter understands that this facility has other businesses that may hold functions or lessons in another area of the venue during the rental period.

LOAD-IN/LOAD-OUT AND STORAGE

No storage space is available. Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier. Note: It is not the responsibility of Final Bow to ensure that pick-ups or deliveries are scheduled and executed.

PAYMENTS:

All payments due herein shall be made using cash, personal check or cashier's check. Personal checks shall be made payable to "Final Bow" at 116 East Third Street, PO Box 682, Greenville, OH 45331. Any personal check for insufficient funds is subject to a \$30.00 returned check fee. Total contract fees must be paid 30 days prior to the Event Date.

SECURITY & CLEANING DEPOSIT:

Upon execution of this Rental Agreement the Renter shall deposit a separate check, in the amount of \$_____ to be deposited in Final Bow's general funds and held by the Final Bow as a Security Deposit for the performance by Renter of the terms of this Rental Agreement. In the event of damage to the venue and/or Final Bow's property caused by the Renter or Renter's family, guests, agents or visitors, the Final Bow may use all or a portion of the Security Deposit funds to repair or make good all damages. The Security Deposit may also be used to pay Final Bow's Representative should Renter's event exceed allotted time as set forth in this Agreement. The Security Deposit may also be used to pay Final Bow's cleaning staff at a rate of \$20 per man-hour (minimum of \$40) should Renter fail to remove trash and/or clean at the end of Rental term. The Renter remains liable for all damages exceeding the amount of the Security Deposit. Any unused Security Deposit shall be returned to the Renter within thirty (30) business days from end of rental via USPS Mail or Renter pickup. In the event Rental is canceled by the Renter, the full amount of the Security Deposit shall be refunded to the Renter within thirty (30) business days from date of cancellation.

FORFEITURE OF SECURITY DEPOSIT – DEFAULT:

It is understood and agreed that Renter shall not attempt to apply or deduct any portion of any Security Deposit from any rent or use or apply any such Security Deposit at any time in lieu of payment of rent or other fees incurred. If Renter fails to comply, such Security Deposit shall be forfeited for, but not limited to, the following reasons: 1) failure to return premises to the condition they were when Rental Agreement was signed; 2) trash left in facility when event is over; 3) area(s) not cleaned; 4) leaving alcoholic beverages and/or empty alcoholic beverage containers unattended and/or overnight; 5) using TAPE, nails or tacks in or on walls or wood work; 6) blocking or covering up the hallways, walkways or doorways to any emergency exit which are to remain free and clear at all times, no exceptions.

CONDITION OF PREMISES:

Renter agrees that Renter has examined the premises at the time of Rental and they are in good order, good repair, safe, clean, and rental condition.

SURRENDER OF PREMISES:

At the expiration of the Rental Agreement, Renter shall quit and surrender the premises in as good a state and condition and cleanliness as they were at the commencement of the Rental, reasonable use and wear expected.

CANCELLATIONS:

All cancellations must be made in writing and delivered to Final Bow at least thirty (30) calendar days prior to the Event Date in Section 2 hereinabove. There are no refunds for any deposit. Renter(s) is responsible for payment in full if event is cancelled within 30 days or less of the event Set-up Date as provided in Section 2 hereinabove. Renter(s) recognize that the foregoing cancellation policy is not intended to be punitive, but, reflect Final Bow foregoing actual or potential business opportunities in reserving the venue for Renter(s) and diminished ability to rent the venue within 30 days or less prior to an event date.

Renter's Signature

Final Bow Representative's Signature