

# Chefella's Event Space Rental Agreement

This contract for the rental of a venue is made this day, \_\_\_\_\_, by and between Chefella's, LLC, 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 436 E Main St. Clayton, NC and known as Chefella's Event Space, and

**Whereas**, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

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

**I. EVENT DESCRIPTION / VENUE ACCESS:** 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. The event space will be opened and closed by the rental attendant.

**II. RENTAL COST:** Rentals have a two hour minimum with the rate of \$55/hour on weekdays (Monday-Thursday) and \$65/hour on weekends (Friday-Sunday). All-day rentals (6 hours) are available for \$350.

**III. DEPOSIT:** 50% of the total payment is due upon booking to confirm the rental (this excludes rentals booked 30 days or less prior to the event). The Renter shall pay to the Owner the sum of \$\_\_\_\_\_ no later than \_\_\_\_\_ (must be paid in full 30 days before the event date). A \$100 security deposit is required by check 30 days in advance and is returnable to the Renter once the event has concluded barring any facility damages determined by Chefella's staff. Renters are liable for any costs for damages made that exceed the security deposit amount.

**IV. REMOVAL OF BELONGINGS:** Renter shall remove all personal property and other items that were not present in the venue when Renter took control of it.

**V. RETURN OF SECURITY DEPOSIT:** Upon Renter's completion of his/her obligations under Paragraph IV 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.

**VI. LIABILITY:** 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.

**VII. DISPUTES:** Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.



## Event Space Fees and Policies

### Rental Fees

Rentals have a two hour minimum with the following rates:

- \$55/hour on weekdays
- \$65/hour on weekends
- \$350 for an all-day rental (6 hours)

These rates include the use of the event rental space with tables, chairs, black linens, TV, Bluetooth, along with a rental attendant present for the entirety of the event.

50% of the total payment is due upon booking to confirm the rental. The remaining payment amount is due 30 days in advance of the event date. To book a rental set to take place 30 days or less prior to the event date, a full payment is required at the time of booking.

A security deposit of \$100 is required by check 30 days in advance and is returnable to the client after the rental has concluded barring any facility damages determined by Chefella's staff. Renters are liable for any costs for damages made that exceed the security deposit amount.

Customized options available:

- Table centerpieces are available with customized options at \$25 per table.
- A china package including plates, silverware, glasses, and napkins is available for \$5 per person or \$4.50 for disposable chinset.
- Additional color choices for linens are available for \$5 per linen.

**Chefella's Catering Packages are available for an additional cost.** Please see available options on the Chefella's website at [ChefellasCateringEvents.com](http://ChefellasCateringEvents.com).

### Event Cancellation Policy

Event cancellations must take place no more than 2 days (48 hours) after booking for a full refund. After 2 days no refund will be issued. After this time period should you need to cancel, you may transfer your event one time to a different date within 12 months of the original event date if available at no booking charge as long as given a 15-day notice from the event date (excludes bookings made 30 days or less prior to the event date).

### Rental Policies

- Renters may use their own decorations to set up themselves within the allotted rental time.
- No decorations may be attached to walls, ceilings, doors, tables, or chairs without approval from staff. No tape, hooks, Command Strips, adhesives, tacks, push-pins, glue, nails, or staples may be used at any time against any surfaces.
- Any decorations or items used outside the facility may not impede foot traffic on the sidewalk and must stay along the building (i.e. beside doors and benches).
- All setup and breakdown must take place during the allotted rental time. Going past the rental time will incur additional charges with the above hourly rates.
- Rentals are available at the earliest at 9 am and can go no later than 11 pm.
- Occupancy of the rental space may not exceed the maximum occupancy of 30 people seated or 50 floating at any time.
- Homemade snacks as well as outside catering for international cuisines such as Chinese, Jamaican, etc. are permitted. General catering must be ordered through Chefella's Catering and Events. Please see available options on the Chefella's website at



ChefellasCateringEvents.com. Catering from outside companies or restaurants is not permitted.

- Chefella's, LLC is not responsible for any lost, stolen, or damaged items.
- Renters are liable for any costs for damages made that exceed the security deposit amount.
- Smoking is not permitted inside the facility. Smoking is allowed in the parking lot only.
- Temperature settings for the thermostat may be adjusted by rental attendants only.
- Client will perform a final walkthrough with the rental attendant at the end of the rental time.

**Alcohol policy:**

- You may bring your own beer and wine. (We can provide Mimosa's upon request for additional charge)
- No other spirits are permitted on the premises.
- All alcohol must stop being served 30 minutes prior to the end of the event.
- Bartenders are available for a minimum of two hours for an additional charge and required if alcohol is being served.
- Bartenders will use their discretion regarding drink limitations for attendees when needed.
- Any violence, intoxication, or disorderly conduct will result in attendees being escorted off the premises with Town of Clayton Police being contacted if necessary.

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

<b>Renter's Signature, Date</b> _____	<b>Chefella's Event Space Signature, Date</b> _____
<b>Printed Name</b>	<b>Printed Name</b> <b>Barbara Wallen, Executive Director of Events &amp; Operations</b>
<b>Address</b>	<b>Address</b> 436 E Main St.
<b>City, State, Zip Code</b>	<b>City, State, Zip Code</b> Clayton, NC 27520

