

Laura's CHEESECAKE

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event date: _____

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

Event name: _____ number of guests: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Company: _____

Primary Phone: _____ Email Address: _____

Payments should be made to *Laura's Cheesecake* by cash or check and major credit cards are accepted. A credit card authorization form is located on the last page of this contract.

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping Laura's Cheesecake a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES

A signed contract and deposit in the amount of \$50.00 must be received to reserve your date(s). The total cost is \$250.00 for 4 hours (this includes set up and clean up). The deposit will be deducted from the total rental fee at the time of service if *Laura's Cheesecake* rental agreement requirements are fulfilled.

Miscellaneous costs, such as catering, rentals, etc., are payable directly to the vendor unless it is *Laura's Cheesecake* food and drinks, which are available for an additional cost.

LIABILITY

Renter agrees to indemnify, defend, and hold *Laura's Cheesecake*, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees at *Laura's Cheesecake*.

In the event *Laura's Cheesecake*, its landlord, building owners, officers, employees and/or agents, are required to take any action in court in order to enforce any provisions of this agreement, renter agrees to pay *Laura's Cheesecake*, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by *Laura's Cheesecake*, including all collection expenses and interest due.

CATERING

Laura's Cheesecake is happy to cater your tea and coffee, soft-drinks, sandwiches/finger foods, cookies, and desserts for your event. Please discuss your needs with the manager for options and pricing. For other items such as beer and wine, hot foods, and custom cakes, we are happy to recommend caterers that can take care of your needs. All food, drink, and catering plans must be pre-approved by a *Laura's* manager prior to your event. Thank you.

Kitchen Policy—Please note that *Laura's Cheesecake* does not provide kitchen space, dishes, glassware, pots, pans, or knives to outside caterers. Caterers must properly bag trash.

Failure to remove or clean will result in the loss of deposit to renter.

CAPACITY

- main room—50 for seated dinner, 75 standing reception

SITE DECORATION

Laura's Cheesecake wants to make every event here a special and welcoming experience. Therefore every effort will be made to allow renters to use their own decorations. Renters should **NOT** rearrange and move any furnishings, including, but not limited to, artwork, lamps, decor or seating. If you prefer a particular arrangement of tables and chairs please make your request to a *Laura's* manager in advance. If the accommodation can be made then *Laura's* staff will make arrangements prior to your arrival. **NO** nails, screws, staples or penetrating items are to be used on our walls or doors! **NO EXCEPTIONS!** Only low tack tape is allowed on our doors and wall. Any damage will be charged after your event.

LIVE MUSIC/DJs

Laura's Cheesecake allows live music or DJs. However, please be advised renter must provide equipment.

CANCELLATION

From 10 days prior to event: NO SPACE RENTAL DEPOSIT(S) WILL BE REFUNDED.

CLEANING, TRASH AND EQUIPMENT REMOVAL

Laura's Cheesecake will be in a clean condition prior to your event. Within 30 minutes following the event, you are required to return the space to the same clean condition in which it was found and all persons should be departing from premises.

Laura's Cheesecake requires all trash must be collected and properly bagged by renter.

If there is any rental equipment, *Laura's Cheesecake* requires it must be removed immediately following your event.

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, **NO EXCEPTION!** Renter and guests shall use the premises in a considerate manner at all times. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. *Laura's Cheesecake* reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of *Laura's Cheesecake* or the safety of its staff, guests, or building contents.

ENTRY AND EXIT

Renter agrees that a *Laura's Cheesecake* staff may enter and exit premises during the course of the event. A representative of *Laura's Cheesecake* will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

Account Type: Visa MasterCard AMEX Discover
 Cardholder Name _____
 Account Number _____
 Expiration Date _____ (dd/yy) CV2 Number _____ (3 digit number on back of Visa/mastercard or 4 digits on front of amEX)

SIGNATURE _____ DATE _____.

I authorize *Laura's Cheesecake* to charge the credit card indicated in this authorization form. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.