

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 rental deposit \$50.00 must be received to reserve your date(s). The total cost for rental during Laura’s operational hours is as follows:

Use of facility with full meal/catering service provided by Laura’s Cheesecake - \$50 for 2 hours and \$25 for each additional hour (this includes set up and clean up time).

Use of facility with dessert/drink service provided by Laura’s Cheesecake - \$100 for 2 hours and \$50 for each additional hour (this includes set up and clean up time).

Use of facility - \$200 for 2 hours and \$100 for each additional hour (this includes setup and clean up time).

The total cost for rental outside of Laura’s operational hours is as follows:

Use of facility with full meal/catering service provided by Laura’s Cheesecake - \$200 for 2 hours and \$100 for each additional hour (this includes set up and clean up time).

Use of facility with dessert/drink service provided by Laura’s Cheesecake - \$300 for 2 hours and \$150 for each additional hour (this includes set up and clean up time).

Use of facility - \$400 for 2 hours and \$200 for each additional hour (this includes setup and clean up time).

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 Laura’s Cheesecake food and/or drinks are purchased for an additional cost. If Laura’s is closing to the public during regular business hours or increasing staff for your event, there will be an additional fees based on the size and length of the event. General Manager’s approval is needed to close during regular business hours. A fee of \$50.00 for the first hour and \$100 for each additional hour will be charged for use of facility prior to or after the time frames agreed upon above.

SECURITY DEPOSIT:

A security deposit of \$50 written as a check or money order is required with this agreement to keep rental space clean and will be deposited and held in escrow. RENTER shall be responsible to HEADLONG for any damage, destruction or defacement to the premises or furnishings/equipment caused by RENTER or RENTER’s employees, contractors, guests or invitees. RENTER shall be billed for damages if they exceed security deposit. Security deposit will be held to end of rental at which point all materials

associated with rental must be removed and disposed of by RENTER (including but not limited to scenic elements, lumber, trash, food trash, and rented materials). RENTER remains responsible for all loss or damages to the space while renting, up to and including actual replacement value for each missing or damaged item plus labor. The cost of repairs and replacements necessitated by such damage, destruction or defacement shall be deducted from security deposit. Deposit may be used to cover: overtime rental fees, removal of trash or debris not performed in accordance with the terms of this agreement, repairs made necessary by the RENTER's activities. Please allow thirty (30) days for return.

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 tea and coffee, soft-drinks, speciality meals, sandwiches/finger foods, cookies, and desserts for your event at an additional cost. Please discuss your needs with the manager for options and pricing. For other items such as beer and wine 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.

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.

RENTER will be responsible for clearing all trash generated at the Event and depositing it in the proper waste receptacles on site.

CAPACITY

- main room—50 for seated dinner, 75 standing reception
- right side-- 50 for seated meal, 100 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 if Laura's is closed for regular business. 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)

CVV2 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.

MANAGER'S SIGNATURE _____ DATE _____