**Venue Rental Agreement**

Four Corners Event Space, LLC

Brooklyn, New York

Agreement made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, by and between Four Corners Event Space, LLC (“**Lessor**”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (“**Lessee**”). Lessor agrees to make available the use of the venue located at 219 Cook Street, Williamsburg, NY 11206 (“the Venue”) with the following terms and conditions.

Client Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Event Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Guests:\_\_\_\_\_\_\_\_\_\_\_\_\_

Set-Up Time:\_\_\_\_\_\_\_\_\_ Event Start Time:\_\_\_\_\_\_\_\_ Event End Time:\_\_\_\_\_\_Wrap Time:\_\_\_\_\_\_\_\_

Total Rental Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date-Hold Deposit: $\_\_\_\_\_\_\_\_\_\_\_\_ + Refundable Security Deposit $\_\_\_\_\_\_\_\_\_\_\_ Paid on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remaining Balance: $\_\_\_\_\_\_\_\_ Due on:\_\_\_\_\_\_\_\_\_

**Rental Deposit and Payment Agreement**

**Booking**. To reserve the Venue on the date/s requested, the Lessor requires the Lessee to submit the signed contract, Date-Hold Deposit and Refundable Security Deposit. Please sign and date the Venue Rental Agreement and send it to [fourcornerseventbookings@gmail.com](mailto:fourcornerseventbookings@gmail.com)

**Fees.** Lessee shall pay to Lessor total fees including a “Total Rental Fee” and a Refundable Security Deposit for the use of the Venue as listed above. Included in the Total Rental Fee shall be a Date-Hold Deposit. The Refundable Security Deposit and Date-Hold Deposit must be paid to Lessor upon the execution of this Agreement. The Lessor shall have no obligations under this Agreement until the Total Rental Fee is paid in full. The final rental fee shall be due in full fourteen (14) days prior to the event on the date listed above (Actual Due Date). If Renter fails to pay the remaining balance of the Total Rental Fee by the Actual Due Date, Lessor shall have the right to revoke the License and to keep the full amount of the Date-Hold deposit as a non-refundable deposit. Any other items including but not limited to catering, decorations, DJ/music, and bar services are at an additional fee not covered under this Agreement.

Deposits and payments will be made by cash, credit, or personal check (made payable to Four Corners Event Space, LLC) on the schedule noted above. A receipt from Lessor will be provided for each payment.

**Refundable Security Deposit**. The Refundable Security Deposit will be refunded within five (5) business days following the rental period provided the premises are maintained and left in the same condition as when rented. If any cleaning or repairs deemed necessary beyond normal use (e.g. space without cleaning, table damage, speaker damage, and/or projector damage, etc), we will charge you and deduct the fee from the Refundable Security Deposit. Four Corners Event Space staff will do an overall walk-through with you before the end of the event.

**Cancellations**. If Lessee cancels the reservation for the event thirty (30) or more days before the Event Date, Lessor shall refund to Lessee the Total Rental Fee and Refundable Security Deposit minus the Date-Hold Deposit, which shall be retained as a non-refundable deposit. If Renter cancels the reservation for the Event within twenty (14) days of the Event, Lessor shall retain the Total Rental Fee, including the Date-Hold Deposit as a non-refundable deposit, although the Refundable Security Deposit will be returned.

PROHIBITED ITEMS

Lessor prohibits the use, either indoors or outdoors, of any pyrotechnics, including but not limited to, fireworks, sparklers, flaming wish balloons or wish lanterns, tiki torches, and luminaries. Smoking is strictly prohibited, either indoors or outdoors. Any violation of these could result in the delay or interruption of your event.

LIABILITY

Lessor shall not be held liable for any damages for failure to supply any item or service when prevented from doings so by any cause beyond its control such as Act of God or terrorism.

Lessor shall not be held liable for any personal property that is missing, left unattended, left behind or lost by Lessee, Lessee’s guests or vendors and outside services provided by Lessee. Lessor shall not be liable for utility outages including but not limited to water or electricity.

In no event shall Lessor’s liability for breach of this contract be in excess of the total amount of this contract.

The Lessee agrees to conduct the event in an orderly manner and in full compliance with applicable laws, regulations, and rules. The Lessor reserves the right, in its judgment, to exclude or reject from the facility any person engaged in objectionable behavior and shall not incur any liability by reason thereof.

In the event of damages in excess of the Refundable Security Deposit to the premises caused by the Lessee, Lessee’s guests, Lessee’s vendors or Lessee’s outside services, the Lessee agrees to pay for the full amount of damages as part of the final invoice of the event. In the event that Lessor is required to bring any action of proceeding to enforce the terms of this Agreement, and any action or proceeding brough by Lessor is successful, Lessee agrees to reimburse Lessor for reasonable attorney’s fees and costs.

To the extent permitted by law, the Lessee shall indemnify, defend and hold harmless Lessor and its employees, agents and servants from all claims, demands, judgment, losses or damages to persons or property, governmental charges, penalties or fines, and costs (including attorneys’ fees) arising out of or in connection with the event, any act, omission, negligence or misconduct of Lessew, or any of Lessee’s agents, guests, vendors, or invitees in connection with this Agreement, except those claims arising out of gross negligence or willful misconduct of Lessor. Lessor reserves the right to remove individuals/groups who violate terms of this Agreement from the event.

DISPLAYS AND DECORATIONS; PERSONAL PROPERTY

All displays and/or decorations and the delivery and removal of such items shall be subject to the prior written approval of Lessor in each instance. Any contact concerning such displays and/or decorations and any personal property of Lessee or guests, invitees or independent contractors engaged by Lessee, shall be at the sole risk and expense of Lessee. Lessee and all persons providing displays and/or decoration shall comply with all flame proofing and other laws and regulations. It is not permitted to tape, nail, and glue or use any other method of affixing or displaying any items without the prior written approval of the Lessor. In the event of damages that exceed the Refundable Security Deposit, the Lessee agrees to pay the full amount of damages as part of the final invoice of the event. **ALL PERSONAL ITEMS MUST BE REMOVED FROM THE VENUE AT THE CONCLUSION OF YOUR EVENT.**

CHOICE OF LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of New York without regard to conflict of law provisions. Venue shall be designated as Kings County, New York or the United States District Court for the Eastern District of New York.

ASSIGNABILITY

This Agreement is not assignable without the written consent of Lessor.

I have read, understand, and agree to all terms of this contract.

Lessee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Lessee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Lessor’s Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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