**3010 Lark Drive**

**Greensboro, NC 27407**

**Telephone 336-285-6320**

***Rental Agreement***

**Please review this contract carefully. Sign and return it with the appropriate fee.**

By this agreement, User does contract with Sedgefield Manor., to use the event venue on the below date. (Please print)

Name of Organization: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Anticipated Attendance: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Authorized Contact Person: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** e-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Event: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Event: **\_\_\_\_ \_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

Time Event is to Begin: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Time Event is to End: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Time Set up Begins: \_\_\_\_\_\_\_ Time Breakdown Begins: \_\_\_\_\_\_\_\_is to Begin: **@ $100.00 hr.**

**The User agrees to abide by the policies and conditions outlined in this contract.**

The User agrees to designate one person to be in charge while at the Sedgefield Manor. The person in charge must be present during the entire event.

If different from the Authorized Contact Person, please include the name of the person in charge during the event:

Person in charge during the event and for cleanup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The fee for renting the venue **varies by package**.

The User agrees to pay $ \_\_\_\_\_\_ to rent the Sedgefield Manor for \_\_\_\_\_ hours. If use exceeds this number of hours the User agrees to pay **$150.00 for each additional hour**.

The User agrees to pay $ \_\_\_\_\_\_\_\_\_ **(Minimum $300 Deposit)** upon signing this contract.

The balance of $ \_\_\_\_\_\_\_\_\_\_\_ is due 15 days before the day of the event.

Checks should be made payable to Sedgefield Manor LLC***.***

**Sedgefield Manor: 2024**

**Rental Agreement Continued**

***CATERING:***

Food and beverages services can be provided by Sedgefield Manor, but the User can provide their own or arrange for a caterer. There is no outside caterer fee. **No cooking allowed in Sedgefield Manor.**

***CAPACITY:***

The User agrees to ensure that no more than 85 people will be in the event venue at any one time.

***RENTAL HOURS:***

Event rental hours are from 8:00 am. – 11:30pm, Friday & Saturday, and 12:30pm – 10:00 pm Sunday. End times include breakdown/pack-up.

***PARKING:***

Parking is available at, and on the street of property. Sedgefield Manor is not responsible for loss/ theft.

***MUSIC:***

Electronic or amplified music is permitted inside Sedgefield Manor. This applies to stereos, electronic pianos / keyboards, and any other electronic equipment.

***SMOKING:***

There is NO smoking or open flames (i.e. candles) allowed in the building. Designated Smoking area outside.

***DECORATIONS***

Any decorations must be Pre-approved by Sedgefield Manor.

The User assumes liability for loss or damage to the Sedgefield Manor property that results from its use of the facility and agrees to hold the Sedgefield manor **harmless** for loss or damage to the persons or property of its members or guests while at the Sedgefield Manor. The User assumes **responsibility** and **liability** for illness resulting from the serving of food and drink at the Sedgefield Manor and agrees to hold the Sedgefield Manor **harmless.** If the event must be postponed, the payment will be made to a later date. If the event is canceled, written or **e-mailed** notification must be received by Sedgefield Manor at least **60 days** prior to the scheduled date in order for the User to receive a full refund minus the $300 deposit required to secure the date. If the event is canceled less than **60 days** prior to the scheduled date, the User **forfeits ½ the rental fee**. Postponement and/or cancellation must be in writing or an **e-mail** from the Authorized Contact Person for the User.

**I certify that I have read, understand, and accept the conditions set forth in this contract.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Contact Person for the User Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Representative for the Sedgefield Manor Date**