

# THE GREENHOUSE PHOTOGRAPHY SPACE RENTAL AGREEMENT

We are so honored to host your event! This rental Contract includes all terms and conditions between The Greenhouse in Sycamore LLC and the host identified below.

Event Date \_\_\_\_\_ Set-Up Time \_\_\_\_\_ Event Start \_\_\_\_\_ Wrap Time \_\_\_\_\_

Event Name \_\_\_\_\_ Number of Guests \_\_\_\_\_

Host Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Total Rental Fee \_\_\_\_\_ Reservation Fee \_\_\_\_\_ Payment: Credit \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

\*Wrap time refers to agreed upon time host must have the event space returned to its original condition and be ready to leave the space.

## RESERVATION FEE AND PAYMENT

- Using The Greenhouse for photography has a rental rate of \$150/hour outside of shop hours and \$200/hour if the event takes place during shop hours and requires business to close.
- There is a 3% additional charge if payment is made by credit card. No additional charge for processing your payment through cash or check.
- By paying the non refundable 50% reservation fee and returning this signed contract to The Greenhouse with your preliminary guest count, you will reserve the venue for your event on the date shown above. If you cancel this contract, you will not receive a refund of your reservation fee.
- The non-refundable remaining balance of your rental fee is due no later than seven (7) days prior to your event.
- Events that exceed the contracted wrap time will be charged at a rate of \$35 per 1/2 hour. Any part of 1/2 hour is considered a 1/2 hour.
- Payments must be made to The Greenhouse in Sycamore LLC. Cash, check, and all major credit cards accepted.
- A credit card authorization for, is located on the last page of this agreement and must be completed.

HOST INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

## CANCELATION

Host may cancel this contract with a signed written notice delivered to The Greenhouse by email or in person, but will forfeit all payments made to The Greenhouse up to that point.

HOST INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

## **INABILITY TO PERFORM**

The Greenhouse will not be liable or deemed to be in default for any delay or failure in performance under the contract resulting directly or indirectly from but not limited to acts of God, fire, flood, tornado, civil insurrection, any action of government authority, government mandated shutdowns, epidemics, pandemics, terrorist-related incidents, strikes or labor trouble, or any occurrence, act, cause, or thing beyond the reasonable control of The Greenhouse.

Upon the occurrence of such a force maneuver event, and The Greenhouse is unable to hold the event on the date listed above, Host may choose to reschedule the event for a future available date within 12 months (one year) of original event date. All monies paid by the Host for original event date will be applied to new date. Any remaining balance will still be owed as originally stated.

If Host does not choose to reschedule the event, a refund of all monies paid, minus 50% of the reservation fee will be issued.

**HOST INITIALS** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **LIABILITY**

Host agrees to indemnify, defend, and hold The Greenhouse LLC, it's landlord, building owners, 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 persona; guarantee of provisions, services, and dispensing of payment by renter, it's employee, and agents -f alcoholic beverages at The Greenhouse.

In the event that The Greenhouse LLC, it's landlord, building owners, employees and/or agents are required to file any action in court in order to enforce any provisions of this agreement, Host agrees to pay The Greenhouse LLC, it's landlord, building owners, employees and/or agents all reasonable attorney fees, court fees, and costs of suit incurred by The Greenhouse LLC, including all collection expenses and interest due.

## **CATERING/FOOD/BEVERAGE ARRANGEMENTS**

Host may either contract with a licensed caterer or prepare food from home. When contracting with a licensed caterer, it is the responsibility of the Host to communicate all The Greenhouse policies to all vendors. The Greenhouse is not responsible for any caterer related cleanup. This needs to be communicated between Host and caterers. Please note that The Greenhouse does not provide dishes, glassware, or utensils.

Host may inquire about hiring The Greenhouse bar service, provide their own beverages, or may contract with a beverage provider or bar service company or full bar service. If working with a beverage provider other than The Greenhouse, the company must provide a valid liquor license and liability insurance.

## **SET UP AND CLEAN UP**

**Contracted hours include all set up and clean up time.** Hosts and/or providers are responsible for placing all trash in bags and recycling bin provided by The Greenhouse. Trash and recycling shall be placed by the back door and will be disposed of by staff of The Greenhouse. Anything brought into The Greenhouse must be removed by the conclusion of the event and the space must be left in the same clean condition in which it was found.

**INCLUSIONS AND AMENITIES**

Amenities include all existing tables, chairs, bar, vignettes furniture, plants and decor, Hosts are allowed to bring additional decor to the space as desired, but we do ask that only staff of The Greenhouse rearrange and move any furnishings, including but not limited to tables, couches, plants and pottery. Not tape, nails, tacks, screws, staples, or penetrating items are used on floors or walls.

**No confetti or glitter is allowed.** Additional to current tables and chairs are not included in the rental fee. We recommend Midwest Tents & Events in Dekalb to rent additional furniture for your event, however you are free to source such rentals elsewhere.

The Greenhouse provides a sound system available for hosts to use. Although neighboring businesses are often closed during typical event hours, The Greenhouse does have full authority to ask hosts to turn entertainment volume down and/or off in the event that high noise volume creates a disturbance.

**CONDUCT**

There is no drug use or smoking of any kind allowed on premises. Physical violence will not be tolerated and will be cause for immediate expulsion. All minors shall be supervised by an adult. Conduct deemed disorderly at the sole discretion of The Greenhouse LLC staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the event costs shall be made.

**ENTRY AND EXIT**

Host agrees that The Greenhouse staff may enter and exit the premises during the course of the event. A representative of The Greenhouse staff will be close to the premises during your entire event and may check periodically with responsible parties to insure everything is running smoothly.

**LOST AND FOUND**

The Greenhouse takes no responsibility for personal effects and possessions left during or after any event.

**STANDARDS AND TERMS**

By signing this contract, host agrees to abide by its standard terms and conditions.

Acknowledged, Agreed and Authorized by Host\_\_\_\_\_Date\_\_\_\_\_

Acknowledged and Agreed by The Greenhouse\_\_\_\_\_Date\_\_\_\_\_

## CREDIT CARD PAYMENT AUTHORIZATION FORM

**The Greenhouse LLC requires a credit card to be on file during the entirety of your event.**

Please complete and sign this form to authorize The Greenhouse LLC to make a debit(s) to your credit card listed below. Once complete, please email to [greenhousesyc@gmail.com](mailto:greenhousesyc@gmail.com).

By completing and signing this form, you give The Greenhouse LLC permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

I \_\_\_\_\_ authorize The Greenhouse LLC to immediately charge my credit account a reservation fee in the amount of \_\_\_\_\_. This payment is for my event on \_\_\_\_\_. The space rental fees remaining balance will also be charged to this card 14 days prior to your event. Any additional costs due to broken/missing/damaged items belonging to The Greenhouse will be charged to this card.

If you would like to use an alternative payment method (i.e. check, cash, or additional card) for the space rental fees balance, please check here \_\_\_\_\_

Please note that if you choose to use an alternative form of payment, the payment timeframe remains the same. If the alternative method of payment has not been received by the due date, the original credit card will be charged.

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Account Type (circle)      Visa      Mastercard      Amex      Discover

Cardholder Name \_\_\_\_\_ Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ (DD/YY)      Three Digit CVC Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I authorize The Greenhouse LLC to charge the credit card indicated in this authorization form according to the terms outlined above. 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.

**HOST INITIALS** \_\_\_\_\_ **DATE** \_\_\_\_\_