

Rental Agreement

TeamWorking COB, LLC

OVERVIEW

Please review the materials provided below to ensure that all parties comprehend the requirements for ensuring everyone's safety and maintaining TeamWorking COB, LLC as a pristine and secure location for future use.

PAYMENT AND CANCELLATION

To finalize your reservation, prompt payment of all invoices upon receipt is necessary. Confirmation of a reservation will be granted only upon receipt of payment. A complete reimbursement will be processed for cancellations made with a minimum of 14-day notice. Subsequently, a 75% refund will be applicable, and no refunds will be granted for cancellations within 7 days of the event date. Alternatively, a full event credit will be extended for cancellations made at least one week before the scheduled event.

INDEMNIFICATION AND LEGAL RESPONSIBILITIES

The Renter hereby agrees to indemnify, defend, and hold TeamWorking COB, LLC, its landlords, building owners, officers, and employees harmless from any and all liabilities, costs, penalties, or expenses arising from or related to the rental and use of the premises. This includes, but is not limited to, the personal guarantee of service provision, payment dispensation, and the service of alcoholic beverages by the Renter, its employees, and agents at TeamWorking COB, LLC.

Should it become necessary for TeamWorking COB, LLC, its landlords, building owners, officers, and employees to initiate legal action to enforce any provisions outlined in this agreement, the Renter commits to covering all reasonable attorney fees, court expenses, and legal costs incurred by TeamWorking COB, LLC. This encompasses all collection-related expenditures and accrued interest.

The Renter understands that the maximum capacity of TeamWorking COB, LLC is 350 people and will not exceed this limit.

EXTERNAL VENDOR INSURANCE AND LIABILITY

If alcohol is being served, your insurance policy must incorporate Host Liquor Liability coverage. This coverage is essential to safeguard you against incidents associated with alcohol, as you bear ultimate responsibility for the well-being of your guests. Furthermore, any caterers, outside vendors, or companies MUST furnish TeamWorking COB, LLC with a copy of their Certificate of Insurance.

EQUIPMENT AND AMENITY BILLING

To ensure a seamless experience, it's essential to confirm and communicate any conference center add-ons directly with TeamWorking COB, LLC at the time of booking. Responsibility for borrowed equipment from TeamWorking COB, LLC rests with the Renter until the items are safely returned and without damage. Please note that charges will be applicable for any missing or impaired items.

Furthermore, the Renter should be aware that utilizing event space amenities requires a prior reservation and complete payment before the event date. It's important to mention that the use of

TeamWorking COB, LLC drink amenities comes with associated charges. Unauthorized use of Coca-Cola or coffee products will result in an invoice for the organizing company, with fees starting at \$50. For a comprehensive list of the available amenities, please inquire within.

EVENT PREPARATION AND ADDITIONAL CLEANING SERVICES

TeamWorking COB, LLC will be fully prepared and arranged before the commencement of your event. We kindly request that within 1 hour after the event concludes, you restore the space to its original condition. Rest assured, janitorial services will handle the disposal of all trash following the event.

Should you require extra cleaning services beyond the standard post-event cleaning, the associated charges will begin at \$150. These charges will be invoiced accordingly after the service is provided.

PROMOTION AND COORDINATION GUIDELINES

Your satisfaction and the success of your event are of utmost importance to us. In cases where TeamWorking COB, LLC is involved in promoting or co-producing your event, we kindly request the opportunity to review and approve all marketing materials and communications. We are pleased to offer professionally crafted images of our venue for your use.

To ensure a seamless experience, a designated representative from TeamWorking COB, LLC will be present at all events. This representative will be available to address any inquiries regarding the venue, its amenities, or upcoming events. This presence also ensures smooth coordination between the event and TeamWorking COB, LLC's promotional materials and signage.

SIGNATURE AND CONSENT

Upon signing this agreement, all parties acknowledge their consent to the terms outlined above

This executed rental agreement covers all rentals for the 2024 calendar year

Primary Contact/Renter:

Full Name:		Date:	
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Signature:	
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