**Legacy Event Hall Rental Agreement**

This contract for the rental of a venue (hereinafter referred to as “Agreement), executed by the undersigned parties on this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_, by and between Legacy Event Halls, hereinafter referred to as the “Owner”, and **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, hereinafter referred to as the “Renter”.

**Whereas** the Renter desires to temporarily rent, occupy, and make use of the Owner’s venue, located at 772 Maddox Drive, Suite # 110, **(A) Main Hal**l \_\_, (B) **Private Room** \_\_\_\_

E. Ellijay, Gilmer County, GA. 30540, and known as Legacy Event Halls, and

**Whereas**, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated.

**Now, therefore,** the parties agree to the following terms and conditions:

**I. EVENT DESCRIPTION / VENUE ACCESS**:

1. Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Type of Event: \_\_ Wedding\_\_ B’day \_\_\_\_ Shower \_\_Meeting \_\_ Life \_\_ Other.

1. Event start time: \_\_\_\_\_\_\_\_Event end time: \_\_\_\_\_\_.
2. Number of Guests attending: \_\_\_\_\_.
3. Renter intends to serve alcohol. Yes \_\_\_\_ No \_\_\_\_

* Renter **must** hire a licensed barmaid and sign Indemnification Agreement. **Renter’s initial. \_\_\_\_**

Special set up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**II. ITEMS INCLUDED IN RENTAL.** The following items or services shall be included in the rental rate (excluding hourly rate):

\_\_\_\_\_ Round tables \_\_\_\_\_ chairs. (Max. chairs 60 in Private Rm, 295 in the entire Hall).

\_\_\_\_\_ Prep. Room for catered food for Main Hall and Private Room.

\_\_\_\_\_ Bar area in Main Hall

\_\_\_\_\_ TV in Main Hall

\_\_\_\_\_ Stage and Dance Floor in the Main Hall.

**IIITEMS NOT INCLUDED IN RENTAL.**

Rental items desired (Additional charge):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_ Tablecloths (white $10 per table).

\_\_\_\_ AV Tech/ equipment with 2 Microphones.

\_\_\_\_ Security from \_\_\_\_\_\_\_ to \_\_\_\_\_\_ (required one guard per 100 guests).

**IV. RENTAL COST**: The full rental fee for the use of the venue described above shall be $**\_\_\_\_\_\_\_\_\_\_\_\_.** The balance of the rental fee due, excluding the deposit described below in Paragraph V, shall be payable to the Owner sixty (60) days prior to the event. If the event date is less than 60 days away 100% of the rental rate is due at the time of executing this Agreement.

**OVERAGE** **FEES**: A $50.00 fee will apply for every 15 minutes of the event extends past the event end time.

**STORAGE** **FEES**: Storage for the night prior to the event will be $100.00.

**CLEANING** **FEES**: a $200.00 cleaning fee would apply if the Renters left behind any trash in the kitchen, bathrooms, in the hall or in the parking lot.

**Removal of Belongings**: Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it at the end of the event, otherwise Owner shall apply $200.00 fee to remove them.

**V. DEPOSIT**:The Renter shall pay to the Owner the sum of $500.00 for the Big Hall / $300 for Private Room at the time of execution of this Agreement. The deposit shall be refundable upon Renter’s completion of his/her obligations during and after the event. The owner is entitled to deduct any charges for actual damage done to the venue by Renter or his/her associates, contractors, or invitees. In the event the cost of the repairs is higher than the deposit, Renters must tender to the Owner any additional amount within two (2) days of the event day. If Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 12% per year until it is paid. Renter shall also be liable to the owner for any legal fees, court costs, and other expenses associated with collection.

**VI. CANCELLATIONS:** There are no refunds for any deposit if the cancellation is made. Renters recognize that the foregoing cancellation policy is not intended to be punitive but reflect Owner foregoing actual or potential business opportunities in reserving the venue for other renters.

**VII. LIABILITY**:Renters will be liable for any and all physical damage to the premises. Renters are solely liable if minors are served liquor during the event or serving liquor to an intoxicated person. Renters must be liable for loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renters or any of Renters’ guests as a result of illegal actions by Renters or Renters’ associates and contractors and shall indemnify and hold harmless the Owner against any and all legal action which may arise from Renter’s use of the venue. Renters **MUST** hire security guards if the number of guests exceed 100.

**VIII. INSURANCE:** Renters MUST provide the Owner seven days prior to the event with proof of insurance with a paid receipt for the date of the event. In addition, Caterers MUST provide the Owner with the business license and proof of insurance. The owner of the Legacy Event Halls, Roswell Trade Center, LLC shall be listed in the policy.

**IX. MARKETING**: Owner has the right to use a portion of the event on the social media and the website for marketing purposes only.

**X. DISPUTES**: Any disputes arising under this contract shall be adjudicated in the Owner’s local jurisdiction.

**XI**. **SEVERABILITY**. In case any one or more of the provisions or portions of provisions of this Agreement shall be deemed by any legal authority to be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions, or portions of the provisions contained herein shall not be in any way affected or impaired hereby.

**XII**. **MODIFICATION**. No alteration or other modification of this Agreement shall be effective unless such modification shall be in writing and signed by the parties.

**XIII**. **OPPORTUNITY TO REVIEW**. By executing this Agreement, the undersigned parties warrant and represent they have had an opportunity to review, including being presented with a copy of this Agreement and after such review have read and fully understood all the terms and conditions pertaining to this Agreement.

**XIV. Restrictions:**

1. **No children under the age of 12 are allowed in the kitchen area.**
2. **Renters must keep their kids under their control at all times during the event.**
3. **Renters are solely liable for any harm or incident that might occur to their kids.**
4. **Chairs, tables, kitchen equipment, and any other fixture are NOT allowed to be taken outside the Hall.**
5. **Selling liquor is NOT permitted at all the events.**
6. **No confetti or glitter is permitted during the event (Renters MUST remove them).**
7. **Renters MUST abide by Local, State and Federal Laws.**
8. **Renters MUST not serve any guest below the age of 21. Renters are solely responsible for any and all violations.**
9. **Renters MUST not allow intoxicated guests on the premises. They must be escorted outside. Renters are solely responsible for any and all violations.**

* **Additional options available upon request:**
* **Chair covers \_\_\_\_\_\_**
* **Special color linens \_\_\_\_\_\_\_**
* **Wedding planning services \_\_\_\_\_\_\_**
* **Security: Required one Security personnel per 100 guests**
* **Band/ D.J. and sound system \_\_\_\_\_\_**
* **Special lighting with different colors (+$200)**

In witness to their understanding of an agreement to the terms and conditions herein contained, the parties affix their signatures below.

|  |  |
| --- | --- |
| Renter’s Signature, Date  [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) | Owner’s Signature, Date  [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) |
| Print Name(s): | Print Name |
| Address: | Address |
| City, State, Zip Code | City, State, Zip Code |