



# EVENT SPACE RENTAL AGREEMENT AND CONTRACT

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

Event Name: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Single Event or  Multiple days/nights Classification of Event: Please refer to attached list of categories and document.

Client(s)/ Corporation: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Entity:  Club  Association  Corporation  Limited Liability Co.  Other: \_\_\_\_\_

## NOTES:

- "Wrap time" refers to the agreed upon time the booking party must have the event space returned to it's original condition and ready to leave the space.
- Rental rates will be highlighted and acknowledged in separate documents (invoices) and may be calculated hourly, by half days, by whole days and/or a combination of the above.
- A signed contract and date-hold deposit in the amount of 50% of the costs associated with the event space rental must be received to reserve your date(s) and time(s).
- The balance of your space rental fee is due thirty (30) days prior to your event.
- Miscellaneous costs, such as bar, catering, furniture and equipment rentals are due before the start time of your event.
- A copy of your Special Event Liability insurance (see INSURANCE section on page 2) is due no later than ten (10) days prior to your event. You may also work with ABOVO, LLC to secure this policy at additional costs.
- Any additional costs that arise will be due within two (2) days of your event.

Payments should be made to **ABOVO, LLC**. Cash, check and major credit cards are accepted.

A CREDIT AUTHORIZATION FORM is located on the last page of this contract.

No refunds of the space rental fees will be paid 25 days prior to an event, as your agreement to rent Abovo Events space on this date may cause the loss of additional bookings or business. Abovo Events/ABOVO, LLC owned fixtures, furniture and technology pieces rented may be nonrefundable if event is canceled ten (10) days, or less, prior to your event date reservation. Reserved food and beverage catering, along with rentals outside of Abovo Events/ABOVO LLC are subject to your separate agreements and contracts Abovo Events/ABOVO LLC. Purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged and Agreed by Abovo Events / ABOVO, LLC: \_\_\_\_\_ Date: \_\_\_\_\_

**Please initial and date the following three pages.**



# EVENT SPACE RENTAL AGREEMENT AND CONTRACT

## CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping **Abovo Events and ABOVO, LLC** a well maintained and safe location for future use.

## DEPOSIT/RENTAL FEES

A signed contract and date-hold 50% deposit of the costs associated with the event space rental must be received to reserve your date(s) and time(s). The balance of your space rental fee is due thirty (30) days prior to your event. Miscellaneous costs, such as bar, catering, rentals, etc., are due prior to your event start date. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

## INSURANCE

Special Event Liability insurance is required of all renters and is due no later than ten (10) days prior to your event. The insurance must, at the renter's sole expense, provide and maintain general liability insurance, including but not limited to bodily injury and property damage liability, insuring Abovo Events and ABOVO, LLC employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. ABOVO, LLC shall be named as an additional insured of said policy.

If alcohol is served at the event your policy must include Liquor Liability coverage. This coverage should protect you, Abovo Events and ABOVO, LLC against alcohol-related accidents, as you are ultimately liable for the safety of your guests. Any caterers and/or outside vendors, companies, and/or institutions must provide certificate of insurance, evidencing General Liability and Liquor Liability coverage, as well as a copy of their Cater License to AbovoEvents, naming ABOVO, LLC as stated, and will be delivered at least seven (7) days prior to the event.

CONTACT OF NAME/COMPANY INSURED: \_\_\_\_\_  Check here if same as page 1 information

\_\_\_\_\_  
Name/Company

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

## LIABILITY

Renter agrees to indemnify, defend and hold Abovo Events and ABOVO, LLC, its landlord, building owners, officers, 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 personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at Abovo Events and ABOVO, LLC.

In the event Abovo Events and ABOVO, LLC, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Abovo Events and ABOVO, LLC, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Abovo Events and ABOVO, LLC including all collection expenses and interest due.

## CATERING STANDARDS

We require that all professional catering be done through Chef's Table Catering and/or Milk Made Catering. Our recommended caterers have experience working at Abovo Events and are familiar with our regulations, policies, and procedures. Use of caterers outside Chef's Table Catering and/or Milk Made Catering is possible but may require a fee.

Insurance/Credit Card—all caterers working at Abovo Events are required to have a valid certificate of insurance and a credit card on file with us.

Kitchenette Policy— The Abovo Events and ABOVO, LLC kitchenette is production space and is to be used for final food presentation, plating, and bussing only. Please note Abovo Events and/or ABOVO, LLC does not provide dishes, glassware, pots, pans, knives, or utensils. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to check lists either attached to this document or with the Abovo Events / ABOVO, LLC team member.

Caterers must remove all trash, composting and recyclables from the site. All trash, including sorted recyclables and properly sorted comostables, must be collected, properly bagged, and removed by the caterer or party renting the space.

Failure to remove or clean will result in additional fees to the caterer and will be charged to the caterer's credit card or rental party on file.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_



# EVENT SPACE RENTAL AGREEMENT AND CONTRACT

## CAPACITY

- 218 Broadway North—70 at table/seated dinner; 100 lecture style; 80-110 standing reception
- 216 Broadway North—120 at table/seated dinner; 140 lecture style; 180 standing reception
- 216 AND 218 Broadway North—200 seated or 280 standing
- Kitchenette at 218 Broadway North— Catering and/or production staff only

Spaces included in this rental agreement and contract:

<input type="radio"/> <b>216 Broadway North</b>	<input type="radio"/> <b>218 Broadway North</b>	<input type="radio"/> <b>218 Broadway North Kitchenette</b>						
<input type="checkbox"/> Half Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Hourly: _____	<input type="checkbox"/> Half Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Hourly: _____	<input type="checkbox"/> Half Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Hourly: _____

## SITE DECORATION

Abovo Events wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Only low tack tape is allowed on our floors and walls. Any damage will be charged after your event.

## CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as graduation parties, underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of Abovo Events or ABOVO, LLC team members shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases refunds of the event costs will not be available. During events using or selling alcohol, alcoholic beverages must not be taken outside the event space walk. All legal consequences and ramifications are the sole responsibility of the rental party and/or event space.

## LIVE MUSIC/DJs/NOISE

Abovo Events and ABOVO, LLC encourages music and lots of dancing! We require all professional disc jockey (DJ) services be done through Fuze Entertainment. Our recommended DJ has experience working at Abovo Events and is familiar with our regulations, policies, and procedures. Use of DJ outside of our preferred vendor is possible but may require a fee. Please be aware the premises are located near residential units and therefore neighborhood noise regulations do apply. In the event the renter's event creates a disturbance due to high noise volume, Abovo Events team members have full authority to ask the renter, dJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at Abovo Events and ABOVO, LLC discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter. The renter will also be solely responsible for any fines or fees associated with noise ordinances. Loud music must end by 10 p.m. during weeknights (Sunday through Thursday) and by midnight on weekends (Friday and Saturday). Additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors: however additional time is never guaranteed and events may not be advertised and/or promoted as such.

## CANCELLATION

Date-Hold deposit is non-refundable.  
From 25 days prior to event: No space rental payment(s) will be refunded.  
From 10 days prior to event: Abovo Events / ABOVO LLC furniture, fixtures, technology, and coordination/design may not be refunded.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_



# EVENT SPACE RENTAL AGREEMENT AND CONTRACT

## EXPIRATION OF LEASE

As Abovo Events and ABOVO, LLC are leaseholders within our space and may interact and/or partner with other leaseholders in our building, all deposits and costs associated with Abovo Events and ABOVO, LLC will be 100% refunded in the case of an expiration of lease or unforeseen notice to vacate. Abovo Events and ABOVO, LLC holds this policy for parties in agreement to Abovo Events and ABOVO, LLC only. All third party agreements will be observed separately.

## LOAD-IN/LOAD-OUT AND STORAGE

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier. Note: It is not the responsibility of Abovo Events or ABOVO, LLC to ensure that pick-ups or deliveries are scheduled and executed.

## CLEANING, TRASH, AND EQUIPMENT REMOVAL

Abovo Events will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. All rental equipment must be removed immediately following your event.

## CITY, COUNTY, STATE, AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, and there are no exceptions. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Abovo Events and ABOVO, LLC reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or insurability of Abovo Events and ABOVO, LLC or the safety of its staff, guests, or building contents.

## ENTRY AND EXIT

Renter agrees that Abovo Events and ABOVO, LLC staff may enter and exit premises during the course of the event. A representative of Abovo Events/ABOVO, LLC team member will be available during your entire event and may be checking periodically with the responsible parties to insure everything is operating correctly. They will also be checking the restrooms, the overall premises, replenishing hand towels, toilet paper, and will be available for questions or to respond to needs or issues that may arise.

## LOST AND FOUND

Abovo Events and ABOVO, LLC take no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

## PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should Abovo Events or ABOVO, LLC be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. Before using our name, it is required approval come from our team. We are happy to provide professionally created images and graphics of our space for promotional materials. We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the historic nature of the building, or its contents. A representative of Abovo Events and/or ABOVO, LLC (your event host) will be available during all events to answer questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_



# EVENT SPACE RENTAL AGREEMENT AND CONTRACT: CREDIT CARD AUTHORIZATION FORM

Abovo Events and ABOVO, LLC requires a credit card to be on file during the entirety of your event.

Please complete and sign this form to authorize Abovo Events (ABOVO, LLC) to make a debit(s) to your credit card listed below. Once complete, please email to **events@teamabovo.com**.

By signing this form you give Abovo Events (ABOVO, LLC) permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I \_\_\_\_\_ authorize Abovo Events/ABOVO, LLC to immediately charge my credit account a date- hold deposit of 50% of the costs associated with my event rental fee. I acknowledge date-hold deposits are non-refundable and if my event is within twenty five (25) days of the submission of this form, I acknowledge Abovo Events and Abovo, LLC will be executing withdrawal of 100% of the costs associated with the venue booking. This payment is for my event on \_\_\_\_\_.

The space rental fees balance will also be charged to this card thirty (30) days prior to your event. Bar, catering, equipment, furniture, and miscellaneous costs will be charged ten (10) days prior to your event. Any additional costs that arise after that date will be charged within two (2) days of your event.

Check here if you would like to use an alternative payment method (check, additional credit card, cash) for the space rental fees balance, bar costs, catering, equipment, furniture, and/or miscellaneous costs.

Check here if this card is authorized for insurance payment if needed.

Please note that if you choose to use an alternative form of payment, 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: \_\_\_\_\_ Billing Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Account Type: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> AmEx <input type="radio"/> Discover
Cardholder Name _____
Account Number _____
Expiration Date _____ (DD/YY) CVV Number _____ (3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

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

I authorize Abovo Events (ABOVO, 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.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## EVENT SPACE RENTAL AGREEMENT AND CONTRACT: EVENT CLASSIFICATION

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Art Festivals / Show   | <input type="checkbox"/> Auctions                       | <input type="checkbox"/> Award Presentations            | <input type="checkbox"/> Banquets   |
| <input type="checkbox"/> Baptisms   | <input type="checkbox"/> Barbecue / Cooking             | <input type="checkbox"/> Black Tie Events               | <input type="checkbox"/> Book Signings  |
| <input type="checkbox"/> Breakfasts   | <input type="checkbox"/> Bridal Showers                 | <input type="checkbox"/> Casino Nights                  | <input type="checkbox"/> Choral Competitions                                    |
| <input type="checkbox"/> College Fairs  | <input type="checkbox"/> Comedy Shows                   | <input type="checkbox"/> Concerts - Classical           | <input type="checkbox"/> Concerts - Country                                     |
| <input type="checkbox"/> Concerts - Jazz  | <input type="checkbox"/> Concerts - Multiple            | <input type="checkbox"/> Concerts - Other               | <input type="checkbox"/> Concerts - Pop / Dance                                 |
| <input type="checkbox"/> Concerts - Rhythm  | <input type="checkbox"/> Concerts - Rock                | <input type="checkbox"/> Concerts - World / Traditional | <input type="checkbox"/> Craft Fairs / Shows                                    |
| <input type="checkbox"/> Dances   | <input type="checkbox"/> Dinners                        | <input type="checkbox"/> Educational Seminars           | <input type="checkbox"/> Fairs  |
| <input type="checkbox"/> Film Showings  | <input type="checkbox"/> Galas                          | <input type="checkbox"/> Graduation Ceremonies          | <input type="checkbox"/> Graduation Nights<br><small>(All-Night Events)</small> |
| <input type="checkbox"/> Graduation Parties<br><small>(No Overnight Exposure)</small> | <input type="checkbox"/> Health Fairs                   | <input type="checkbox"/> Job / Career Fairs             | <input type="checkbox"/> Luncheons  |
| <input type="checkbox"/> Meetings   | <input type="checkbox"/> Memorial Services              | <input type="checkbox"/> Pageants                       | <input type="checkbox"/> Parties  |
| <input type="checkbox"/> Photo Shoots   | <input type="checkbox"/> Political Dinners / Receptions | <input type="checkbox"/> Proms                          | <input type="checkbox"/> Receptions   |
| <input type="checkbox"/> Retreats: Corporate Retreat                                  | <input type="checkbox"/> Reunions                       | <input type="checkbox"/> Silent Auctions                | <input type="checkbox"/> Speaking Engagements                                   |
| <input type="checkbox"/> Symphony Concerts  | <input type="checkbox"/> Talent Shows                   | <input type="checkbox"/> Theatrical Stage Performances  | <input type="checkbox"/> Voter Registration                                     |
| <input type="checkbox"/> Wedding Ceremonies / Receptions                              | <input type="checkbox"/> Wine Tasting                   |   |   |

Will Alcohol be served at the event  YES  NO

### Controls in place:

- Employees/volunteers are serving. Client has a liquor license/permit and servers have a formal alcohol awareness training.
- Attendees can bring their own drinks.
- Alcohol will be self-serve
- Alcohol will be provided and attendees can pour their own drinks.
- Client is hiring Licensed Vendor/Catering Company: \_\_\_\_\_

We require you to obtain certificates of insurance from all third party vendors. These certificates should evidence \$1,000,000 of General Liability and Liquor Liability Insurance with an "A" rated carrier naming you and your client as additional insured.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

