

Your Meeting Space Rental Agreement

This contract for the rental of a venue is made this day, _____, hereafter referred to as the renter. by and between Oregon CPR /Your Meeting Space, hereafter referred to as the owner.

The renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 657 W Centennial Blvd, Springfield, OR 97477 and known as Your Meeting Space on _____ from _____ am to _____ pm

Three rooms are available for rent, please choose one:

1. Meeting & Training room 23'5" X 24'5" seats 60, TV 82" Samsung 4K UHD, DVD Hourly rate \$50.00
2. Conference room 8' X 15' seats 15, TV 65" Samsung 4K UHD, DVD Hourly rate \$35.00
3. Lounge room 9'5" X 12'5" seats 8, 4 comfy loveseats, no TV Hourly rate \$25.00

*ALL SPACES ARE SUPPLIED WITH TABLES AND CHAIRS, COFFEE IS AT AN ADDITIONAL COST \$8 PER AIR-POT.

Room # 1 is not available for rental on Wednesdays between the hours of 5 pm to 9 pm

Room # 1 is not available for rental on every other Saturday between the hours of 8 am to 3 pm

Room # 1 is not available for rental on every other Monday morning and Thursday night.

Check website for more details.

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

Standard rental time includes set-up and clean up. More time is subject to an additional hourly fee.

Policies and Regulations A non-refundable Date-Hold Deposit of \$50 is required with our Your Meeting Space Rental Agreement and Contract to reserve your date and times that will be applied to your hourly rental. All balances must be payable 7 days in advance of the event. No refunds will be issued 5 days prior to the event. Cash, check, and credit cards are accepted.

Your Meeting Space/ Oregon CPR is not responsible for lost, damaged, or stolen equipment or objects left on the premises. Insurance and Liability Special Event Liability Insurance is required for ALL Renters and Caterers. Established Catering Services may use their license and insurance to cover this. The insurance must be at renter's sole expense, provide and maintain public liability and personal property damage insurance insuring Your Meeting Space 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 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. Your Meeting Space shall be named as an additional insured of said policy. In the event of any damages occurring to Your Meeting Space, furniture, or fixtures the Renter will be held solely responsible and will be billed accordingly. This includes, but is not limited to, scratches, nicks, breaks, or marks of any kind. No confetti, glitter, rice, birdseed, flower petals, sparklers, or smoke machines are allowed on the premises. Candles must be globed with hurricanes or votives. No open flames are allowed. Primary Contact/Renter Initials: _____

Date: _____.

Renter acknowledges that the premises are located near other businesses and therefore agrees to control the noise level at the event such that it does not disturb neighboring occupants. Should the event create a disturbance due to high noise volume, renter shall immediately reduce the volume. If

repeated disturbances are created, at Your Meeting Space discretion, the 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 rental fee will be refunded. Amplified sound is NOT permitted. Cancellation Date-Hold Deposit is Non-Refundable.

1. The renter shall have access to and use of the venue from _____ o'clock on _____, to _____ o'clock on _____, for the purpose of hosting the renter's _____ event. Owner shall provide to renter all keys, access control codes, and other items necessary to give renter such access no later than _____.

2. The full rental fee for the use of the venue described in (1) above shall be \$_____. The balance of the rental fee due, less the non-refundable deposit described in (1) above, shall be payable to the Owner upon the expiration of the rental period described in (2) above.

3. Within _____ of the rental period's expiration, renter shall tender to Owner the rental fee balance due, and all keys and other access control devices in his/her possession.

4. Renter shall remove all personal property, trash, and other items that were not present in the venue when renter took control of it.

5. Upon renter's completion of his/her obligations under (3) and (4) above, the Owner shall return to renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by renter and/or renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether such persons did so with renter's knowledge or consent.

6. In the event the 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 35% per year until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

7. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur because of the actions of renter or any of renter's guests while renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from renter's use of the venue.

8. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

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

Renter's Signature, _____ Date _____

Printed Name _____

Address _____

City, State, Zip Code _____

Owner's Signature, _____ Date _____