

# Lake Athens Event Center Rental Agreement

This is a Rental Agreement between Lake Athens Event Center and \_\_\_\_\_ for the use of the rental hall.

## Terms and Conditions

### Pricing

- Lake Athens Event Center is available for rent by the hour at a rate of \$50 per hour.
- There is a minimum reservation time of 2 hours on hourly reservations.
- Lake Athens Event Center is available for rent by the day at a rate of \$450 per day.

### Reservations

- Before entering into this Agreement, Client shall have completed and signed the Lake Athens Event Center Rental Agreement.
- In order for an event to be guaranteed, Lake Athens Event Center must receive a refundable deposit of \$ 200 at the time this Agreement is entered into. The rental fee is required 48 hours prior to the event.

### Hours of Operation

Events may be held from 8:00 a.m. – 10:00 p.m. The hours for which the Client rents the Event Center includes set up time as well as cleanup time. The Client will be charged \$50.00 per hour if the event and/or cleanup time exceeds 10:00 p.m. or if it exceeds a delegated deadline previously approved by staff. Client is responsible for making sure guest leave the building at an appropriate time in order for Client to finish cleanup before the time deadline. Arrangements must be made by the Client to have all rental equipment picked up and removed from Facility the same day as the Event before the Event's deadline unless there is prior approval. Lake Athens Event Center is not responsible for any damage or theft of any items left behind by the Client or any guest attending the Client's event.

### Services Provided

- **Tables and Chairs:** 4 tables with 6 chairs per table will be provided. Any additional tables and chairs will be set up by the Client.
- **Deep Cleaning:** Lake Athens Event Center will perform deep cleaning, such as mopping and vacuuming. Client must remove anything brought in by self or by guest or hired vendors.
- **Parking:** There is no cost for parking in the area surrounding Lake Athens Event Center.

### Kitchen Usage

All appliances, refrigerator, stove, oven, microwave, and dishwasher are for Clients usage during the event.

## **Decorations**

Decorations may not be fastened to the wall with thumb tacks, nails, staples, or tape. Candles must be completely enclosed in a glass or non-flammable holder. No rice, birdseed or other similar items shall be thrown in the facility or on deck area. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. Failure to do so may result in damages and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit.

## **Food**

All food may be prepared in our kitchen, or may be brought in by a caterer. Client will coordinate with caterer for arrival time as well as deadline time.

## **Miscellaneous Policies**

- Live animals, except for service animals, may not be brought into the Event Center.
- Client and his/her guest are restricted to the Event Center area as well as the deck area.
- Lake Athens Event Center will not be responsible for items left behind, before, during or after an event.
- Lake Athens Event Center staff may enter any of the rented premises at any time on any occasion.
- Lake Athens Event Center reserves the right to take photographs of rental events for its own record and for use in the future.
- Client must make sure that the number of guests does not over-exceed the stated amount.
- Damage to building: In cases where property has been damaged or abused beyond normal wear, the client will be billed for all damage and additional clean-up.
- Storage in building: Lake Athens Event Center does not provide storage. It is not available before or after a rental event. All decorations, props, rented furniture, beverages, dispensers, and personal belongings must be removed at the end of the event.

## **Fees and Charges**

### **Payment policy**

A full deposit of \$200 is required and is due at the time the client enters into this agreement.

### **Cancellation Policy**

- Client must provide a dated, written request for cancellation.
- 30 days prior to event: Total of 100% of deposit is nonrefundable.
- No refunds will be made when the event is canceled by Lake Athens Event Center due to the Client's noncompliance with the terms and conditions.

## Clean-Up Responsibilities

- Clean-up is the Client's responsibility. Client is expected to provide sufficient supervision to minimize spillage of food and beverages on the floors during the rental event.
- Any Client leaving excessive trash in the main hall, kitchen, restroom, and/or outside of the doors is subject to additional charges. All of the security deposit will be withheld if the facility is not adequately cleaned, or if damage occurs.

Client must finish the clean-up no later than the time the Client has identified as the ending time for his/her event. The client is responsible for the following cleaning duties:

- All tables must be cleared of all items such as table linens, dishes, decorations, etc.
- All trash must be placed in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the dumpster located behind the building. Lake Athens Event Center will provide additional trash liners if needed.
- All decorations must be taken down and removed from the facility.
- Client is responsible for all kitchen clean-up. The kitchen area must be cleaned and returned to its original level of cleanliness. This includes all work areas, ovens, refrigerator, sinks and floors.

## Smoking

Smoking is not allowed inside Lake Athens Event Center. Lake Athens Event Center will provide adequate smoking containers for use outdoors as needed. Smoking may be allowed on the deck area, however it is the clients responsibility to make sure that his/her guest do not throw cigarette butts on deck area or on the surrounding grounds.

## Alcoholic Beverage Policy

Lake Athens Event Center shall abide by all laws of the state of Texas concerning the use and serving of alcohol. Each client wishing to have alcohol at their event must abide by the following regulations regarding alcohol use in Lake Athens Event Center facility.

- Alcoholic beverages may be consumed without a permit when the event is BYOB and there are no monetary exchange for the beverage.
- If alcoholic beverages are being **sold** at the event, Client must have a TABC Certified Caterer serving all alcohol.
- Client shall be responsible for providing adequate security at any event with attendance greater than 99. Lake Athens Event Center recommends that security be arranged at the time of booking.
- No alcohol shall be consumed outside the Lake Athens Event Center or deck area.
- No glass bottles will be allowed with the exception of wine and champagne.

- The amount of alcohol consumed by any guest will be the sole responsibility of the Client and/or the Permit Holder/TABC Certified Caterer and not the responsibility of Lake Athens Event Center.

The Lake Athens Event Center and its staff shall not be liable for any and all injuries, death, or property damage which might occur as a result of allowing alcohol consumption at or in connection with any event at the Lake Athens Event Center.

### **Indemnification**

User agrees to defend, indemnify and hold harmless Lake Athens Event Center and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by Lake Athens Event Center or its employees, arising from Client's acts or omissions under this Agreement or any act or omission of Client's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of Client, except as may arise from the negligence or willful misconduct of Lake Athens Event Center or its employees.

Lake Athens Event Center will not be held responsible for any losses, damage, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause whatsoever, prior to, during, or subsequent to the period covered by this contract. Client will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property. Client agrees to abide by this agreement and acknowledges having received a copy thereof. Client will be held financially responsible for any damage to the facility or equipment, which occurs through the Client's meeting or event at the facility.

Additional information:

*By signing below, User acknowledges that he/she has read and agrees to all above terms and conditions.*

### **CLIENT**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Lake Athens Event Center**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_