

EVENT SPACE RENTAL AGREEMENT AND CONTRACT



Event Date: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____ Wrap Time: _____
Event Name: _____ Number of Guests: _____
Single event or multiple days/nights _____

Details (For the best event pre-planning and production please provide, in a separate documents, a detailed plan and desired schedule for specific times and aspects of your event).

Client(s)/ Corporation: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact: _____ Company: _____
Primary Phone: _____ Secondary Phone: _____
Email Address: _____

NOTE: rental time is based on _____ hours, which is inclusive of load-in and load-out. Additional time, if needed or requested, is subject to additional fees.

- A signed contract and date-hold deposit in the amount of \$_____ must be received to reserve your date(s) and time(s).
- The balance of the contract is due thirty (30) days prior to your event.
- Miscellaneous costs, such as bar, catering, furniture, and equipment rentals are due ten (10) days prior to 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.
- Any additional costs that arise will be due within two (2) days of your event.

Payments should be made to MACHINE ENTERTAINMENT. Cash, check and major credit cards are accepted. A credit card authorization form is located on the last page of this contract.

No refunds of the space rental fees will be paid 60 days prior to an event, as your agreement to rent THE LAKE HOUSE on this date may cause the loss of additional bookings or business. Reserved food and beverage catering, along with rentals and/or 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 THE LAKE HOUSE: _____ date: _____

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 The Lake House a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES

A signed contract and date-hold deposit in the amount of 50% of contracted services must be received to reserve your date(s) and time(s). The balance of your contract fee is due thirty (30) days prior to your event. miscellaneous costs, such as bar, catering, rentals, etc, are due ten (10) days prior to your event. 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 renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring MACHINE ENTERTAINMENT LLC, 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 no less than \$1 million, and general aggregate liability of no less than \$2 million. MACHINE ENTERTAINMENT LLC shall be named as an additional insured of said policy.

If alcohol is to be served please make sure that the policy includes Host Liquor Liability coverage to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests. Established catering Services may use their license and insurance to cover this.

Any caterers and/or outside vendors, companies, and/or institutions must provide a copy of their certificate of insurance and catering license to MACHINE ENTERTAINMENT LLC as stated, and will be delivered at least one month prior to the event.

LIABILITY

Renter agrees to indemnify, defend, and hold MACHINE ENTERTAINMENT LLC, building owners, 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 THE LAKE HOUSE.

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

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

CATERING STANDARDS

We highly recommend that a caterer from our THE LAKE HOUSE recommended caterers list be used for your event. Our recommended caterers have experience working at THE LAKE HOUSE and are familiar with our regulations, policies, and procedures. Use of caterers not on our recommended list may result in an increased deposit and fee.

Insurance/credit card—all caterers working at THE LAKE HOUSE are required to have a valid certificate of insurance and a credit card on file with us.

Kitchen Policy—THE LAKE HOUSE kitchen is production space and is to be used for food presentation, plating and bussing only. Please note that THE LAKE HOUSE 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 walk-through with a member of our event staff is mandatory at the close of your event. Please refer to check lists posted in the kitchen production area. Caterers must remove all trash, composting and recyclables from the site as we do not have adequate facilities. All trash, including sorted recyclables and properly sorted compostables, must be collected, properly bagged and removed by the caterer.

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

CATERING/BAR GUEST COUNT

Final guest count changes must be submitted in writing at least ten (10) days prior to your event. and although additions may be made to your guest list up to two (2) days prior to your event, no refunds will be given for reductions to the guest count ten (10) days prior to your event.

CAPACITY

- Barn Downstairs—85
- Loft Upstairs—30

SITE DECORATION

THE LAKE HOUSE wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations for their creative requirements. We ask that only the staff of THE LAKE HOUSE rearrange and move any furnishings, including, but not limited to, artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items are to be used on our walls or floors unless discussed. No glitter or foil (non-paper) confetti is allowed on site. Only low tack tape is allowed on our floors and walls. Any damage will be charged after your event.

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

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 school dances, we prefer that underage individuals do not have in and out privileges. conduct deemed disorderly at the sole discretion of THE LAKE HOUSE staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. in such cases no refund of the event costs shall be made.

LIVE MUSIC/DJ'S

THE LAKE HOUSE encourages music and lots of dancing! However, please be aware that the premises are located near a residential neighborhood and standard noise regulations do apply. in the event that renter's event creates a disturbance due to high noise volume, THE LAKE HOUSE onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. Loud music must end by 10 p.m. 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.

CANCELLATION

Date-Hold deposit is non-refundable

No refunds from 60 days prior to event

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by THE LAKE HOUSE. if there is an event prior to yours a timed delivery will be required. THE LAKE HOUSE is not responsible for checking in or handling any items brought into the venue by rental companies. all external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

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 THE LAKE HOUSE to ensure that pick-ups are scheduled and executed.

CLEANING, TRASH AND EQUIPMENT REMOVAL

THE LAKE HOUSE 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.

THE LAKE HOUSE encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. All rental equipment must be removed immediately following your event.

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

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, 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. THE LAKE HOUSE 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 THE LAKE HOUSE or the safety of its staff, guests, or building contents.

ENTRY AND EXIT

Renter agrees that THE LAKE HOUSE staff may enter and exit premises during the course of the event. A representative of THE LAKE HOUSE will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

LOST AND FOUND

THE LAKE HOUSE 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 THE LAKE HOUSE be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. THE LAKE HOUSE is our name, we are happy to provide professionally created images 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 THE LAKE HOUSE and/or promotional materials and signage will be present at all events, and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative.

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

CREDIT CARD PAYMENT AUTHORIZATION FORM

THE LAKE HOUSE requires a credit card to be on file during the entirety of your event. Please complete and sign this form to authorize THE LAKE HOUSE to your credit card listed below. Once complete, please email to ibart@bartpro.com

By signing this form you give THE LAKE HOUSE 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 THE LAKE HOUSE to immediately charge my credit account a date-hold deposit. If the duration of my event is more than one _____ hour rental period, a \$_____ deposit will be charged for each _____ hour rental period. Note: Date-hold deposits are non-refundable.

This payment is for my event on _____

Please note that 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.

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, please check here _____

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: Visa, MasterCard, AMEX, Discover

Cardholder Name _____

Account Number _____

Expiration Date _____ (DD/YY)

CVV2 Number _____ (3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

SIGNATURE _____ DATE _____.

I authorize THE LAKE HOUSE 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.