

_____ Dep.
_____ Rental
_____ Linens
_____ Dep.Ret.

VINEYARDS RENTAL HALL

28201 Red Arrow Hwy
Paw Paw, MI 49079
Tel 269-655-8367
Fax 269-353-2817

Billing: 3001 South 6th Street
Kalamazoo, MI 49009

RENTAL AGREEMENT

WHEREAS the undersigned customer desires to reserve the Vineyards All Occasions Hall, Inc. facility (herein the Hall) and to secure said reservations.

Name: _____
Address: _____ City: _____ State _____ ZIP _____
Phone: _____ Cell: _____
E-mail _____
Event _____

WHEREAS The Vineyards Rental Hall agrees to accept said reservation;

THEY AGREE:

1. - Customer reserves the Hall for Date: _____/_____/_____ commencing at _____ and ending at _____.

The rate for the rental of the hall will be \$_____.00. Payment in full is due at least **21 days** prior to the rental date. With final payment due on _____.

2. - Customer shall vacate the property no later than **12:00 AM**; if the building is not vacant a \$500.00 fee will be charged. Upon leaving the building they are required to make sure the building is secured, and the lights are turned off.

3. - The hall will provide up to 30 round tables, 10 rectangular and 250 folding chairs. The use of the kitchen for food service, and restroom facilities are also included.

4. - The hall also provides deck tables and chairs in warm weather to allow smokers a location for smoking.

5. - The hall provides vacuuming in the price, but the customer is responsible for picking up all litter from the floor, and cleaning the cabinet surfaces and sink in kitchen. The customer is also responsible for removing all decorations from the hall, and all litter and trash. A dumpster is supplied at the rear of the hall parking lot for disposal of trash.

6. - Customer agrees to indemnify the Hall and hold the Hall harmless from and against all actions, suits, damages, judgments, costs, charges, expenses, attorney fees, and consequence of any liabilities, of any nature, from events arising from Customer's use and possession of

the Hall, which are asserted against or affect the assets the Hall under this agreement because of Customer's actions or failure to act.

7. - If alcohol is served the separate alcohol policy must be followed.

I have read the above policies and procedures and agree to the terms and conditions. The hall makes no warranties of representations to the customer other than those printed hereon. This booking will remain tentative and subject to cancellation by the Hall until this agreement is signed and received by the Hall in addition to the deposit.

Set-up:

of people = _____ # of round tables = _____ / # per table _____

of rectangular tables = _____

Food tables = _____ Cake table _____ Gift table _____

Use of bar _____

Customer Signature

Date: _____ / _____ / _____

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Vineyards Security Agreement

1. - The customers shall pick-up and remove all items brought into the building for their event. This shall include all decorations, foodstuffs, drinks, and etc. There should not be food, drinks, or napkins left on tables or left on floor. If customer has supplied linen, then that shall also be removed after event is over. Failure to comply with this will result in a cleaning charge of \$250.00. The Vineyards has supplied a dumpster for the customers use in disposing of their unwanted items and food. The Vineyards is not responsible for any food or leftovers

2. - ALL beverages are the sole responsibility of the renter and all state laws apply. If any type of alcohol is served at your event. A homeowner's insurance rider naming the Vineyards as an insured is required before your event can take place.

All liquor must be served behind the bar. No pitchers of drinks will be taken to the tables. All guests partaking in liquor will be asked to produce picture identification. The customer also agrees that the staff and management of the Hall have the right to support such decision made by the staff. There will be no alcohol consumed in the parking lot of the Hall. Anyone caught consuming in the parking lot will be asked to leave immediately.

3. - Once the room is set up for the customer there will be a \$100.00 minimum reset charge applied should the room need to be reset.

4. - The Hall is not responsible for damage to or loss of any items on the premises. The Hall may request that the customer obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the Hall. The hall reserves the right to require security guards for selected events. The Hall reserves the right to ask a group or individual to vacate the premises due to disorderly misconduct.

5. - Any items to be put in the Hall or any directional signs must be approved by the Hall. No tape or decorations on painted walls or ceiling. No birdseed or glitter is allowed in the Hall or on tables. There will be a charge of \$150.00 cleaning fee if glitter is in the hall or on the tables. PLEASE ADVISE YOUR DECORATOR of this. NO OPEN FLAMES ALLOWED IN HALL.

6. - The customer is responsible and shall reimburse the Hall for any damages, loss, or liability incurred in the Hall by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during or after the event.

7. - If cake is found on walls or crushed into carpeting due to negligence on the part of the customer, all or part of the security deposit may be forfeited.

8. - The renter is responsible for the cigarette butts left lying around property. There are ashtrays provided outdoors for the proper disposal of the butts. IF THERE IS SMOKING IN THE HALL, A COMPLETE HALL CLEANING FEE TO REMOVE THE SMELL WILL BE CHARGED AT THE COST OF \$300.00

9. - There shall be no items left or stored in the Hall after your event. All catering items and other items must be removed from the hall the night of the event.

10. - The customer deposit's the sum of **\$500.00** to secure said reservation which shall be nonrefundable unless cancelled by written notice delivered to The Vineyards All Occasions Hall, Inc. more than 90 days prior to the reserved dated. If cancellation is made less than 90 days prior to the reserve date the deposit is forfeited to cover late cancellation. **There will be a charge of \$250.00 deducted from the deposit to cover the expenses incurred by canceling your date, if cancellation is made prior to 90 days before the reserve date.** The customer may postpone to a later date and the reservation deposit shall be transferred to the new date if the Hall is notified and an available postponement date is secured not less than 90 days prior to the initial reservation date. Only one such postponement shall be permitted

11. - Customer shall leave on deposit the above mentioned **\$500.00** as a damage/clean up deposit. Said sum shall be debited for any of the additional charges set forth herein. If the Vineyards All Occasion Hall, Inc. seeks reimbursement for damages, it shall notify user in writing after customer's event. The Vineyards All Occasion Hall, Inc. may deduct said damages from the deposit and refund the balance, if any. If no claim for damages is made, any remaining balance of the damage deposit will be refunded fourteen days after event.

* I have read the above policies and procedures and agree to the terms and conditions. The Hall makes no warranties of representations to the customer other than those printed hereon. This booking will remain tentative and subject to cancellation by the Hall until this agreement is signed and received by the Hall in addition to the deposit.

Customer Signature

Vineyards

Date _____

Date _____

\$_____ .00 rental fee

\$500.00 security deposit _____ received _____

A Total Of \$_____ .00 is Due Before Rental!

The Vineyards Rental Hall Alcohol Policy.

The renter agrees to the following conditions to the service of alcohol at their party at the Vineyards.

1- All I.D. will be checked for proper age and no alcohol will be served to underage persons.

2- Liability insurance certificate on file before party is required.

3- Unruly persons will be asked to leave and may not return.

I have read the above rules and agree to follow them during my party at the vineyards.

Signed:

Date: