

Wells County Commerce & Visitors Centre
BUSINESS Rental Agreement for Board Room & Gallery

Lessor: CVC
211 W Water St
Bluffton, IN 46714

Lessee:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____
Type of Event: _____

NOTES:

Staff Communication and Checklist

Date of First Meeting: _____
Date Deposit Received: _____
Date and Amount of Final Payment Received:
Date: _____ \$ _____

Reservation Date: _____
Set-up Time: _____
Event Hours: _____ to _____

****Facility closes at midnight****

- ☐ Linen Ordered
- ☐ Security Scheduled
- ☐ Alcohol and Bar and Caterer Licenses

Rental Rules Received: (Initial) _____

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BUSINESS Rental Agreement

Lessee Name: _____
 Date of Event: _____
 Type of Event: _____

Available Space		Size	Rate	Charge
<input type="checkbox"/>	Gallery (Upper Level)	1,566 sf ; 96 people seating only; max 6 tables/48 people	\$325	
<input type="checkbox"/>	Boardroom (4 HOURS MAX)	583 sf 20 w/ Conference Table & Chairs	\$100	
<input type="checkbox"/>	Boardroom (ALL DAY)	583 sf 20 w/ Conference Table & Chairs	\$175	
<input type="checkbox"/>	Kitchen with Gallery Rental	Use of Lower Level kitchen: refrigerator, stove, sink, & coffee pot	\$50	
<input type="checkbox"/>	Lower Level Studio: 4 HOUR RENTAL	720 sf; 30 w/Tables & Chairs	\$125	
<input type="checkbox"/>	Lower Level Studio: ALL DAY RENTAL	720 sf; 30 w/Tables & Chairs	\$200	
<input type="checkbox"/>	Security (events with alcohol)	4 Hours (minimum)	\$90	
<input type="checkbox"/>	Day Before Setup	All Day	\$100	

All Rentals Include:
 Cleaning & Room Set-Up • Tear Down & Cleaning • Trash Disposal

Included in Rental Rate (No Additional Charge)		Quantity Available	Quantity Needed for Space Allowed
<input type="checkbox"/>	Tables: 5' Dia Round	25	
<input type="checkbox"/>	Tables: 8' Rectangular	15	
<input type="checkbox"/>	Chairs	200	
<input type="checkbox"/>	Podium	1	

Equipment Available for Rent		Size/# Available	Rate	Charge
<input type="checkbox"/>	Projector & Screen	2 Available (1 portable, 1 stationary)	\$50	
<input type="checkbox"/>	Portable TV Screen	40" (1 Available)	\$25	
<input type="checkbox"/>	High Top Tables	5	\$10 each	
<input type="checkbox"/>	Microphone	2 Available	\$10 each	

Linens & Skirting for Gallery Rental		Colors	Rate	Charge
<input type="checkbox"/>	Linens	Various Colors	\$5 each	
<input type="checkbox"/>	Napkins	Various Colors	.30¢ each	
<input type="checkbox"/>	Skirting	White	\$2 per foot	

TOTAL RENTAL CHARGE			
RENT DEPOSIT DUE TO RESERVE DATE			
BALANCE OF RENTAL CHARGE DUE			

DAMAGE & EXCESSIVE CLEANING DEPOSIT OF \$250 payable 2 weeks prior to event. Check will be held and may fully or partially refunded AFTER the event. **Please make checks payable to CVC**

BUILDING POLICY: Beer & Wine is allowed on premises with a permit. Hard liquor is only allowed with a licensed caterer/bartending service. Should this policy be broken, the Damage & Excessive Cleaning Deposit will not be refunded. _____ (Initial for understanding)

By signing below, you acknowledge that you have read, understand and received a copy of this Business Rental Agreement and agree to the fees and rules stated herein. The Rental Rules for Business Rental are incorporated in and are a part of this Rental Agreement.

Signed (Lessee): _____ **Date:** _____

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Rental Rules for BUSINESS Rental for Board Room & Gallery

Down payment

A down payment of \$75.00 holds your event for the Board Room (for 4 hours) and \$100 for the Gallery and Board Room (over 4 hours) and will be fully refunded for cancellation if notification is received at least 2 weeks prior to the date of the event. If cancelled with less than 10 days notice the down payment will be forfeited. The down payment will go towards the rental fee.

➔Damage/Excessive Cleaning Deposit and General Cleanup←

The damage/excessive cleaning deposit (see rate sheet) is due 30 days prior to the event and the check will not be cashed before the event. The damage/excessive cleaning deposit check will be returned after the scheduled event only if all conditions of the rental agreement have been kept and should not be offset against rental fees. The Lessee is responsible for all damages and **excessive cleaning** to the premises occurring as a result of the event. The Lessee's liability for damages is NOT limited to the amount of the damage deposit. Rental Fees are due before the event date. We ask that Lessee's leave the room as they found it.

You are responsible for the following:

- No liquids in trash can (extra trash bags are available).
- Wipe any spilled areas on floor.
- Countertops must be cleaned off.
- Extra debris on any of the flooring picked up or mopped up.
- Spills/stains on the carpet resulting in hiring a professional carpet cleaning company.
- All borrowed supplies must be put back where they belong (coffee carafes, utensils, bowls, etc.)
- Ensuring the building is not left unattended while the doors are unlocked.

A cleanup charge is added to your rental cost. If there is excessive cleaning needed, the charge will come out of your damage deposit. **DO NOT PLACE LIQUID IN TRASH BAGS – THIS WILL RESULT IN A FEE.** Trash bags should be left in a single location in the building. (Kitchen in Lower Level and Workroom in Upstairs) You do NOT need to put away the tables and chairs.

Decorations

No lighted candle or other open flame is allowed in the building at any time, unless contained within a globe or other protective device. No fog machines are allowed in the building. Use of glitter is prohibited unless approved by the Lessor.

Tables, Chairs, Lectern & Stage

Round tables, long tables, and chairs are available for use and are included in the rental fee. Set-up and tear down of tables and chairs will be the responsibility of the Lessor. A lectern is available, if needed.

Gallery

The Gallery is open to the public during normal business hours and advertised events. A security camera is throughout The Gallery.

Internet Access

High speed internet access is available in the Boardroom and Gallery.

Alcoholic Beverages, Smoking, Etc.

Alcoholic beverages may NOT be served or consumed on the premises, *with two exceptions*: (1) The Lessee obtains a temporary beer/wine permit and provides a licensed bartender who dispenses all alcoholic beverages consumed at the event and who is in attendance at all times during the event. (2) The Lessee employs a caterer holding an off-premises liquor license who dispenses all alcoholic beverages consumed at the event and who is in attendance at all times during the event. Smoking and the use of smokeless tobacco are not allowed inside the building at any time. Smoking must be 8 feet away from any part of the outside building.

Illegal drugs and illegal weapons are not allowed anywhere on the premises, whether inside or outside the building. As used throughout this agreement, "premises" includes the building, the grounds, the parking areas, and the riverbank improvements.

Closing

The Lessee will remain on site until a representative of the Lessor arrives to lock the building. The facility will close no later than midnight.

Waiver

Lessee waives any and all claims against Lessor for any personal injury or property damage, which occurs on the premises during the rental period and agrees to indemnify Lessor from any such claims of Lessee's invitees.