

SMALL PARTY VENUE RENTAL AGREEMENT

Date and Client Information

Date of Agreement: _____

Client Name(s): _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____



242 W. Broadt St., Chesaning MI 48616
Ph: (989) 845-2830

Rental Details

Rental Date: _____

Rental Start Time: _____

Rental End Time: _____

Total Rental Fee: _____

Pricing for Venue

4 hrs min. \$75 w/food

\$150 No Food/Just room

\$25 for each additional hour

Terms and Conditions

Rental Agreement

The client agrees to rent the upstairs lounge for their event on the specified date and time. The rental includes access to the venue, its amenities, and any specified services.

Payment Terms

- Deposit: A non-refundable deposit of \$75 is required to secure the booking. Fifty percent of total balance, including food if applicable, is due 2 weeks before event date. The remaining balance is due the day of event. A 20% gratuity will be added to final bill.
- Security Deposit: A Credit Card is required at arrival in case of incidentals or damage.
- Billing for Rental w/Food: Total number of guests must be given to Event Coordinator 48hrs in advance. Final billing will be based on number of guests given or the actual number of guests served, whichever is greater. Number of guests cannot be reduced after final number given 48hrs in advance.

Cancellation Policy

- Advance Notice: If the client decides to cancel the rental, they must provide at least 5 days' notice in writing or via phone.
- Late Cancellation: Cancellations made less than **24 hrs** before the rental date will result in a forfeiture of the deposit and 50% of total balance.

Liability

The venue is not liable for any personal injuries, damage, or losses that occur during the rental period. The client assumes all responsibility for the conduct of their guests and any damage to the venue.

Use of Venue

- Permitted Use: The venue is to be used for small gatherings such as showers, rehearsal dinners, or small parties. Any activities outside of this scope must be approved in writing by the venue.
 - Prohibited Activities: Smoking and open flames are strictly prohibited in the venue. No sand, glitter, confetti or rice allowed.
 - Decorations: Party decorations need to be installed and removed by RESTORE 242. Please provide a decor plan 2 weeks prior to the event for approval and provide the decorations to RESTORE 242 at least 24 hrs in advance.
 - Outside Food: Only celebration desserts (cake, cupcakes, cake pops etc.) are allowed.
- The client is responsible for ensuring all guests comply with these rules.

Damages

Any damage to the venue or its contents will be deducted from the credit card on file.

Guest Limit

The venue is designed to accommodate up to **25** guests comfortably. Exceeding this limit may result in additional fees or termination of the rental.

Check-Out Requirements

The client must vacate the venue by the agreed end time. Failure to do so may result in additional fees of **\$25** per hour.

Sign-Off Section

Client Signature: _____ Date: _____

Venue Representative Signature: _____ Date: _____