



CENTRAL OREGON LOCAVORE

EVENT SPACE RENTAL AGREEMENT

DATE:

ORGANIZATION/CUSTOMER NAME:

CONTACT PERSON:

PHONE # 1:

PHONE # 2:

ADDRESS:

DISCOUNTED USE (Please provide either NonProfit Tax ID number or Locavore Member Name):

EVENT START DATE AND TIME:

EVENT END DATE AND TIME:

RATES

Time	Non Profit or Member	Business Hours	After Business Hours
1 hour	\$15	\$20	\$35
4 hour	\$55	\$75	\$120
All Day (up to 8 hours)	\$105	\$130	n/a

*Occupancy capacity is 40 people

\$100 REFUNDABLE SECURITY DEPOSIT REQUIRED. WILL BE RETURNED IF SPACE IS LEFT IN CLEAN CONDITION WITHOUT EVIDENCE OF ANY DAMAGES OR PROPERTY LOSS

THIS AGREEMENT made and entered into and between Central Oregon Locavore, acting by and through its Facility Director, and the above named renting party, hereinafter Lessee, hereby covenant and agree to abide by the following provisions:

I. **EVENT DESCRIPTION.** Upon the terms and conditions contained herein and in consideration of the covenants and agreements expressed herein and of the faithful performance by the Lessee of all such covenants and agreements, Locavore does hereby grant unto the Lessee the right to use and occupy the Central Oregon Locavore Event Center for the purpose of:

II. **RESERVATION, DEPOSIT, and SECURITY DEPOSIT.** Locavore shall schedule all events on a first-come, first served basis. Locavore shall tentatively schedule any requested event and shall notify the Lessee if another party requests such date before a reservation is confirmed. Upon signed return of this contract and a deposit of **\$100**, a reservation will be considered confirmed.

III. **CANCELLATION and REFUND.** Cancellations and/or changes made to the contract must be submitted in writing to the Central Oregon Locavore Office. No oral changes will be valid. If an event should be canceled more than sixty (30) days before the first date of the event, a refund equal to one hundred (100%) of the deposit shall be made. If an event should be canceled more than two weeks a refund equal to seventy-five (75%) of the deposit shall be made. If an event should be canceled one week before the first date of the event, a refund equal to fifty (50%) of the deposit shall be made. If an event should be canceled less than one week out, no refund of the deposit shall be made.

IV. **LIABILITY INSURANCE.** If, *in the determination of Locavore (in most cases it is not)*, liability insurance is required, a policy satisfactory to Locavore shall be a prerequisite to use of the leased premises. A copy of this policy shall be provided to the Facilities Director no less than one month before the first day of the event. For events scheduled less than one month before the first day of the event, proof of insurance shall be a prerequisite to the taking of a reservation. The policy shall be procured from <<_____>> [either at renter's discretion, from list provided by city or exclusive provider] and shall in no case be for amounts less than <<_____>> and shall provide Locavore as an additional insured or co-insured party.

V. **ALCOHOL.** Any event during which a party wishes to serve, distribute, consume or possess alcoholic beverages must be through a licensed caterer permitted by accordance with local ordinance & State law.

VI. **EVENT FEES and PAYMENT.** Event fees shall consist of any space rental and any other fees as itemized on the Amenities Sheet that arise from additional items or services required or requested. Full payment of all fees must be received no later than seven (7) days prior to the first date of the event.

- VII. **OTHER CONDITIONS.** The Lessee further covenants and agrees to abide by all rules, regulations, rates, policies, conditions, and limitations of Locavore separately provided to the Lessee if applicable.
- VIII. **UTILITIES.** Locavore shall furnish, at its expense, heat, water, lights and air conditioning necessary for the Lessee's use during the term of this contract deemed necessary by the Facility Director. Locavore shall not be held responsible for any loss or damage resulting from any lack of heat, water, lights or air conditioning due to an act of God, acts by the Lessee or its guests or the failure of equipment to operate or function properly through no fault of Locavore or its agents.
- IX. **UNAVAILABILITY OF PREMISES.** In any case in which the premises of Locavore or any premises covered by this agreement are damaged by fire, flood or other cause, or if any other casualty or unforeseen occurrence shall render the fulfillment of this contract by Locavore impossible, then the term of this contract shall end and the Lessee shall be liable only for fees up to the time of such termination. The Lessee hereby waives and releases any claim for damages or compensation on account of such termination.
- X. **RELEASE OF LIABILITY:** The Lessee agrees to save and hold harmless Locavore of and from any and all expenses, damages, claims, demands or liability by or to the public, employees or guests of the Lessee and all others on account of or occasioned by the negligent installation, construction, repair, alteration, maintenance or operation of any structure, device, machine, enclosure, amusement, entertainment or commodity or by any activity pertaining to this lease, or by any act or omission, negligent or otherwise of Lessee or its patrons when on or about to enter or exit the premises herein leased to Lessee.
- XI. **ASSIGNABILITY.** The Lessee's rights under this lease shall not be assigned without prior written approval of the Facility Director.
- XII. **COLLATERAL CONTRACTS.** The Lessee shall be responsible for all other contracts, obligations, and expenditures made in connection with its use of the leased premises. By way of illustration and not limitation, these contracts may include entertainment, catering, fees, and licenses, insurance, special furnishings or decoration, staffing, etc.
- XIII. **PERMITS, LICENSES, and PERMISSION.** The Lessee shall be responsible for the procurement and expenses of all licenses, permits and union and trade organization clearances required for use of the leased premises for the purpose stated. The Lessee shall also be responsible for obtaining permission of the Facilities Director for all events that are different from the original intended event.
- XIV. **RENTAL RATES.** The Lessee agrees to pay the rental rates and charges listed on the Rate Sheet, in exchange for the use of the leased premises and any provided services. The rental rates includes basic electricity (110 volt), basic utilities such as water, restroom use, use of chairs tables and lighting. Other itemized fees on the Amenities Sheet such as sound system, projector use, etc.
- XV. **PARKING.** You are responsible for informing your guests and/or attendees of the parking regulations and enforcing said regulations as stated by Central Oregon Locavore. **Please do not park in the lot owned by Consumer Insurance Agency or block driveways and be respectful of our neighbors.**

RENTAL/CLEANING DEPOSIT

RECEIVED - Date _____ by _____ Check or Credit? (Please attached check)

Credit Card Holder:

Credit Card Number:

Expiration Date:

CVV Code:

RETURNED - Date _____ by _____ Lessee _____ (*initials*)