

**CREATIVE CHATEAU** EVENT SPACE RENTAL  
AGREEMENT AND CONTRACT  
**Planning, Policies, and Regulations**

Event Date(s):                      Friday Set-up Time:                      Sunday Event End Time:

Type of Event:

Single Event or Multiple Days/Nights:

Details of event: (For the best event planning and production please provide on the Event Detail Plan, a detailed plan and desired schedule for specific times and aspects of your event).

Client or Corporation Name:

Primary Contact:                      Phone:                      Email:

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Address:                      City:                      State:                      Zip:

**PAYMENT FEES**

For use on the event date and time stated above for rental fee of \$\_\_\_\_\_ is due and payable on the schedule below:

Cash, check, and Visa, MC, and Discover are accepted. **(ALL PAYMENTS SHOULD BE MADE TO CREATIVE CHATEAU, LLC) and must be made prior to the event as noted below, failure to do so will result in cancellation of your event.**

**Date-Hold Deposit**                      Due Date: **Contract Signing**                      Amount: **\$500.00**                      Payment Method: \_\_\_\_\_

**Security Deposit**                      Due Date:                      Amount: **\$500.00**                      Payment Method: \_\_\_\_\_

**Remaining Payment**                      Due Date:                      Amount:                      Payment Method: \_\_\_\_\_

**Liability Insurance**                      Due Date: **One Month Prior to Event**

No refunds will be paid 60 days prior to an event, as your agreement to rent the Creative Chateau Facility on this date may cause the loss of additional bookings or business.

**A SIGNED AGREEMENT AND DOWN PAYMENT MUST BE RECEIVED TO RESERVE YOUR DATE AND TIMES:**

Acknowledged, Agreed and Authorized by Primary Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged and Agreed by Creative Chateau LLC: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Contact/Renter initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **POLICIES AND REGULATIONS**

### **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 Creative Chateau, LLC** a well maintained and safe location for future use.*

### **SECURITY DEPOSIT AND DAMAGE(S)**

A security deposit check of **\$500** made payable to Creative Chateau, LLC is required and due **10 days prior** to the event. Please note that this deposit is separate from the down payment to secure the date and space. This deposit **will be refunded within three (3) days** following the rental period provided the premises are maintained and left in the same condition as when rented, and satisfactory to the Creative Chateau LLC management. However, if any cleaning or repairs deemed necessary beyond normal use (i.e. paint damage and floor gouges) will be charged and deducted from the security deposit. The caterer, if used, must clean the premises within (2) hours following the event leaving it in the same condition and working order at the start of the event setup. Caterers must remove all trash, composting, and recyclables from the site as we do not have adequate facilities. Failure to remove or clean will result in additional fees. If the building or any part of the premises or its historic contents, including furniture or artwork, is damaged during the event, renter will be solely responsible for such damage.

### **INSURANCE AND LIABILITY**

Special Event Liability Insurance is required for ALL Renters and Caterers. Established Catering Services may use their license and insurance to cover this. The insurance must, at Renter's sole expense, provide and maintain public liability and personal property damage insurance insuring The Creative Chateau and it's owners, employees, contractors and contracted vendors against all bodily injury, property damage, appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 million and general aggregate liability of not less than \$2 Million with \$500,000 property damage. The Creative Chateau LLC shall be named as an additional insured of said policy.

If alcohol is to be served, a Host Liquor Liability coverage is required to protect against alcohol related accidents, you are ultimately liable for the safety of your guests.

Any caterers and/or outside vendors, companies and/or institutions **MUST** provide a copy of their Certificate of Insurance and Catering License to the Creative Chateau, naming the Creative Chateau as additional insured and will be delivered at **least one month prior to the event**.

Primary Contact/Renter initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **LIABILITY**

Renters agrees to indemnify, defend, and hold the Creative Chateau LLC, it's landlord, building owners, officers, 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 Creative Chateau LLC.

In the event the Creative Chateau LLC, its landlord, building owners, officers, employees and /or agents, are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay the Creative Chateau it's officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, and costs of suit incurred by the Creative Chateau LLC, including all collection expenses and interest due.

## **CAPACITY**

Renter understands that the maximum capacity inside the Creative Chateau Barn is **160 people** and will not exceed this limit.

## **SITE DECORATION**

The Creative Chateau LLC, wants to make every event here a special and welcome experience. Therefore every effort will be made to allow Renter to prepare decorations reflecting their creative requirements. We ask that **no tape, nails, screws, staples or penetrating items be used on our walls or historic wood.** Any wall or wood damage will be deducted from the deposit. **No glitter, foil or confetti is allowed on site as well.**

## **CONDUCT**

There is absolutely no drug use of any kind tolerated on premises. Smoking is allowed in outdoor designated areas only. 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. Conduct deemed disorderly at the sole at the sole discretion of the Creative Chateau LLC staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of rental fee shall be made.

## **NOISE**

Renter acknowledges that the premises are located near residential properties and therefore agrees to control the noise level at the event such that it not disturb neighboring occupants. In the event that renter's event creates a disturbance due to high noise volume, rental shall immediately reduce the volume. If repeated disturbances are created at the Creative Chateau, discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to renter.

Primary Contact/Renter initials: \_\_\_\_\_ Date: \_\_\_\_\_

**LOST AND FOUND**

The Creative Chateau takes 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 60 days. Every attempt will be made to return any recovered item to its rightful owner.

**CANCELLATION**

Date-Hold Deposit is non refundable.

More than 60 days prior to event 50% of down payment and 100% of security deposit will be refunded.

From 30 days prior to event: NO RENTAL PAYMENT WILL BE REFUNDED. 100% security deposit will be refunded.

**CATERING, CLEANING, TRASH AND EQUIPMENT REMOVAL**

The Creative Chateau will be in a clean condition prior to your event. Following the event, you are required to return the space to the same clean condition in which it was found. All trash must be properly bagged and removed by the Renter or the Caterer.

**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 Creative Chateau 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 Creative Chateau or safety of its staff, guests, or building contents.

**ENTRY AND EXIT**

Renter agrees that the Creative Chateau staff may enter and exit premises during the course of the event. A representative of the Creative Chateau will be on-site during your entire event and will be checking periodically with the responsible parties to insure everything is working smoothly. We will also be checking the bathrooms, 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.

Primary Contact/Renter initials: \_\_\_\_\_ Date: \_\_\_\_\_

## PROMOTIONS AND COPYRIGHT

It is important that you have a fantastic and successful event. Should the Creative Chateau be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications.

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 our building and property.

The Creative Chateau Staff has permission to photograph and videotape your event and use such images for marketing purposes on their website, Facebook Page and in printed material.

## HOUSEKEEPING GUIDELINES

The Creative Chateau Staff will **open their doors at 8 am to setup for your event.** Deliveries can be coordinated based on other event activities.

If serving alcohol, **we require last call at 10pm, one hour prior to close of event at 11pm.** If you have hired a band, we ask that the band stop playing 30 minutes prior to close of the event to allow time for clean-up and tear down of tables and chairs.

At 11 pm, all trash is to be removed and placed in the dumpster, tables and chairs are broken down and moved to a designated area, lights, ceiling fans, heating/cooling system are turned off, and doors are locked.

Because of the historic value of the barn and safety of our guests we **do not allow the following:**

- No nails, tape, staples or tacks in the walls or on the barn beams.
- **NO SMOKING** inside the barn, conservatory, or historic home. **Smoking is only permitted in designated outdoor areas.**
- Confetti or glitter
- Silly String
- Firecrackers or sparklers
- **No open flame candles** (fire hazard), flame-less (battery operated) are recommended
- Pets
- Swimming or fishing in the pond
- Young children unattended around the property

There will be a company representative on premise to assist you with any questions that you might have throughout the event as well to ensure the safety and security of your guests.

Primary Contact/Renter initials: \_\_\_\_\_ Date: \_\_\_\_\_

**EVENT/SEMINAR DETAIL PLAN**

**Schedule:**

\_\_\_\_\_ **Setup/Signage,  
Decorations/Tables & Chairs**

\_\_\_\_\_ **Food/Drink Start & End**

\_\_\_\_\_ **Rehearsal**

\_\_\_\_\_ **Speaker/Presentation Start**

\_\_\_\_\_ **Food/Bar Set up**

\_\_\_\_\_ **Cake Cutting/Toast**

\_\_\_\_\_ **Door Help/Security/Staffing**

\_\_\_\_\_ **Departure time of Guests**

\_\_\_\_\_ **Doors Open**

\_\_\_\_\_ **Other event programming**

\_\_\_\_\_ **Event Start**

\_\_\_\_\_ **Load up/wrap up event**

\_\_\_\_\_ **Music/ Start & End**

\_\_\_\_\_ **Clean up**

**Specific Needs/Technical Requirements:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Needs:**

\_\_\_\_\_  
\_\_\_\_\_

**Support Vendors:**

**Event Planner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Caterer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Cake:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Musician:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Alcohol Sponsor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Other Vendor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Other Vendor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Other Vendor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event Insurance Company:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**Primary Contact/Renter initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_