



RENTAL AGREEMENT

6988 North Dearborn Road, Suite 100, Guilford, Indiana 47022

RENTER NAME _____ PHONE NUMBER _____
ADDRESS _____ CITY _____
STATE _____ ZIP CODE _____

RENTAL AFTER BUSINESS HOURS

Capacity: 45-65 People

Security / Damage Deposit: \$100.00

Cost: \$175.00 for four hours (\$25.00 for each additional hour)

What's included: Enjoy access to our drink menu, food packages, and exclusive access to Ars Caf . The kitchen area is not included.

RENTAL DURING BUSINESS HOURS

Capacity: 30 People

Security / Damage Deposit: \$25.00

Cost: \$25.00 per hour

What's Included: Enjoy exclusive access to the Lounge at Ars Caf , full access to our menu and food packages. The kitchen area is not included.

Food and Beverage packages are available for all your rental needs. Please see our manager for more information!

DATE OF RENTAL: _____

START TIME: _____ **END TIME:** _____

OCCASION AND DETAILS FOR YOUR EVENT: _____

FOOD OR BEVERAGE ORDERED: _____

RENTAL CONDITIONS:

1. Parking is limited to twenty-five vehicles for after-hours rentals. Parking could be restricted to fewer vehicles for rentals during business hours. Please speak to the manager about overflow parking options so you can inform your guests.
2. The deposit is due when the contract is signed and must be paid prior to your rental request being approved. The deposit is refundable if the facility is not damaged and left in good working condition.
3. Any remaining balance of rental fees is due the day of your rental.
4. Renters are responsible for all guests and their actions while they are on the premises. In the instance of excessive cleanup, the renter will be assessed a fee depending on the circumstances and this fee will be taken from the deposit or billed directly to the renter.
5. Must be 21 years of age or older to rent the facility.
6. Cancellation of this reservation, initiated by the renter, within three weeks of your rental date, will result in loss of your deposit.
7. All rentals are subject to cancellation by Ars Café and Meeting House, at any time, and for any reason. Best efforts will be made to provide advanced notice of cancellations and all monies paid will be refunded if the cancellation is initiated by Ars Café and Meeting House.
8. Entering the facility before the time stated or staying later than the end time stated will result in additional rental fees that the renter will be obligated to pay. Other groups may be in front of you or behind you; please be courteous.
9. Distribution of alcohol is strictly prohibited on the premises.
10. The renter must follow all rules and regulations of the Indiana Gaming Commission and is responsible for any permits for gaming.
11. Children under the age of 18, are not allowed in the facility without adult supervision.
12. Damage to the facility will forfeit the deposit in an amount equal to the cost of the damage. The renter will be responsible to reimburse Ars Café and Meeting House should the damage exceed the deposit amount. Any damage payment is due immediately.

13. Renters will be responsible for cleaning off the tables and emptying all trash into the dumpster. Renters are to take all personal items, decorations and rented items out of the building immediately following their rental.

14. Damage or disposal of personal property left in the building after completion of the event is not the responsibility of Ars Café and Meeting House.

15. Use of the facility is subject to supervision by the owner.

16. Non-profit organizations may rent Ars Café and Meeting House at \$20 per hour. All other rental conditions and restrictions apply, including a deposit.

RESTRICTIONS:

1. Use of open flames, glitter, confetti, rice, birdseed and sand are prohibited inside or outside the building.

2. No nails, thumbtacks, tape, or staples may be used on the walls, floors, tables, doors, or windows. Do not attempt to hang or display anything from the brick walls.

3. No tables from other facilities may be brought into or removed from the facilities.

4. ABSOLUTELY NO SMOKING.

Violations of these restrictions could result in loss of part or all the deposit. If damages exceed the deposit, then the renter will be billed the remaining balance of the damages assessment.

I have read, understand and agree to comply with all the above-mentioned conditions of this rental agreement. I agree that I shall be responsible for any damage or injury sustained to or on the property as a result of actions by myself, participants, guests, and/or spectators. The undersigned will indemnify, defend and hold harmless Ars Café and Meeting House and All Saints Parish and/or any person affiliated therewith from all liability for such damage or injury.

Signed: _____ Date _____

Staff Signature: _____ Date _____

Date Deposit Paid: _____

Rental Amount Due Day of Rental: \$ _____

Damage Assessed: \$ _____

Description of Damage: _____

Deposit Returned: \$ _____ Date: _____

Check # or Cash: _____