



BG Our Place, LLC

901 Alton Street - Beech Grove, IN 46107

317-222-4158 Office

Facebook.com/bgourplace - www.bgourplace.org

EVENT SPACE RENTAL AGREEMENT

THIS AGREEMENT ("the Agreement"), made as of this _____ day of _____, 20____, by and between BG Our Place, LLC (the "Owner"), whose business address is 901 Alton Street, Beech Grove, IN 46107 and

_____ of _____
(the "Renter") collectively, the "Parties".

The parties agree as follows:

Space Rental

Owner hereby grants a limited and revocable license (the "License") to the Renter to use the following space:

(the "Space") on the Event Date & during the hours specified under this agreement.

Event

The Renter shall hold the following Event:

_____ (the "Event") on the
_____ day of _____, 20____ (the "Event Date"),
between _____ am and _____ pm (the "Event Times"). Renter
is authorized to use the Space to hold the Event, and for no other purpose.

Fees

Renter shall pay to Owner a total fee of \$_____ (the "Fee"), for the use of the Space.

Security / Damage Deposit

Renter shall pay to Owner a security deposit of \$_____ (the "Deposit"), upon the execution of this Agreement.

Space Specifications

Owner grants to Renter the following amenities at the Space:

_____.

Disclaimers

The Space shall be provided by the Owner as-is and Owner make no warranty regarding the suitability of the Space for Renter's intended use.

Condition

After the completion of the Event, the Renter shall leave the Space in the same or similar condition as received from the Owner.

Damages

Beyond ordinary wear and tear, Renter shall be responsible for any damage caused by Renter's use of the Space. Renter shall arrange for the repair of any such damage. In the event Renter does not make any necessary repairs, Owner shall arrange for the same at Renter's expense.

Insurance (applicable in certain cases, and always if alcohol will be on premises)

"Responsible party" will provide "Day(s) of" damage and liability insurance in the amount of One Million Dollars. Proof of said insurance will be provided to BG Our Place, LLC at least thirty (30) days prior to event and shall name BG Our Place, LLC as the sole Beneficiary. ____ Required ____ Waived by Staff _____.

Alcohol

If alcohol is to be on premises it must be served by a licensed, insured and bonded Bar Tender. Further, all applicable laws must be met, these include securing a limited license from Excise and the local Police Department. Any such arrangements, and costs, are up to the “responsible party”. All evidence of same shall be removed from the premises after the event. (Not in venue’s trash.)

Cleanup

Renter will be responsible for clearing all trash generated at the Event and depositing it in the proper waste receptacles on site.

Right of Entry

Owner shall have the right to enter the Space at any time for any reasonable purpose, including any emergency that may threaten damage to Owner’ property, or injury to any person in or near the Space.

Indemnification

Renter hereby indemnifies and holds harmless Owner from any damages, actions, suits, claims, or other costs (including reasonable attorneys’ fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by Renter’s use of the Space, including any acts or omissions on the part of Renter, its employees, officers, directors, independent contractors, or other agents. Renter shall notify Owner of any damage or injury of which it has knowledge in, to, or near the Space, regardless of the cause of such damage or injury.

Revocation

Owner shall have the right to revoke the License at any time prior to the Event Date, provided it gives Renter prior written notice of revocation. In the event that Owner revokes the License prior to the Event for reasons other than nonpayment of fees or breach of this Agreement by

Renter, Owner shall refund to Renter the full amount paid by Renter in connection with this Agreement, including the entire Deposit.

Cancellation

Renter may cancel the Event by notifying Owner by providing notice thirty (30) days or more before the Event Date. In such an event, Owner shall refund to Renter the full amount of the Rental Fee. In the event if the Event is cancelled within thirty (30) days of the Event Date, Owner shall have the right to retain the full Deposit.

Assignment

Neither Party may assign or transfer their respective rights or obligations under this Agreement without prior written consent from the other Party.

Governing Law

This Agreement shall be construed in accordance with, and governed in all respects by, the laws of the State of _____, without regard to conflicts of law principles.

Entire Agreement

This Agreement constitutes the entire agreement between Renter and Owner, and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed the day and year first above written.

RENTER

(printed)

(signed)

(date)

BG Our Place, LLC Representative

(printed)

(signed)

(date)

Venue Rental Guidelines

Rental times begin and end at prearranged, agreed times, this includes any setup/decorating and cleanup. All parties must be cleaned up and cleared out by ending time or are subject to additional fees.

- 1: Decorations must be taken down at end of party.
- 2: Masking tape or painter's tape is the only tape allowed on walls, paint, etc.
- 3: All floors must be swept and spills cleaned up. Broom/mop and bucket provided and located in janitor closet in hallway outside of banquet room.
- 4: All trash containers must be emptied and trash removed to Beech Grove city trash receptacles located on the west side of the building, on the other side of the alley, east side of two story building at 955 Alton. One (1) unused trash bag per receptacle will be left out for you to replace in container.
- 5: If kitchen was rented and used please leave as clean as it was found. All food and trash removed and all dishes must be washed and put back where found. No commercial use of kitchen allowed. No professional caterers or business may cook. Reheat or warming only. Cooking permitted by non-professionals only. Kitchen is not to be used if not part of rental agreement.
- 6: NO alcohol on premises unless prearranged and guidelines met. Police may be notified if this rule is not followed.
- 7: Auditorium must be vacuumed and left in original condition (if this area rented).
- 8: Any left items or decorations become property of BG Our Place, 901 Alton.

6: All lights turned off checklist signed and left on table or given to staff upon exit.

Lock door behind you if staff not on site.

7: All fees must be paid prior to entry.

8: Damages to property or clean up fees will be assessed as necessary and due payable prior to exit.

9: Any and all damages must be reported to staff immediately upon occurrence.

Additional Fees: payable upon exit.

\$20 per bag of trash not removed

\$50 for any room with unswept or mopped floor rented and used per agreement.

\$50 for kitchen cleanup if not back in original condition.

\$25 for removal of any decorations

Damage fines assessed per item and damage found.

Call 317-319-8022 or 30 minutes prior to your exiting premises.

You may opt out of cleaning if you prepay for these services. \$125 party rental or \$200 for wedding rental.

In case of Emergency dial 911!

We are always looking to improve our venue: suggestions and comments are welcomed. _____

Inspection upon entrance:

Inspection upon exit:

Renter: _____

Renter: _____

Staff: _____

Staff: _____

BG Our Place, LLC, 901 Alton Street, Beech Grove, IN 46107, 317-222-4158