

## PRIVATE PARTY RENTAL AGREEMENT

THIS RENTAL AGREEMENT is executed on \_\_\_\_\_, 20\_\_\_\_\_  
Between Lowe Mill, LLC, an Alabama Limited Liability Company. DBA Lowe  
Mill Arts and Entertainment (Lessor) and the

(Lessee) \_\_\_\_\_

(Address) \_\_\_\_\_.

IN CONSIDERATION of the mutual covenants contained herein, the Lessor and  
Lessee hereby agree as follows:

EVENT TITLE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_

EVENT END TIME: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

EVENT DESCRIPTION:

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

PRIMARY PHONE: \_\_\_\_\_ SECONDARY: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**NO RENTAL VENUES WILL BE HELD UNTIL THIS SIGNED AGREEMENT AND  
PAYMENT (INCLUDING DEPOSIT) IS RECEIVED TO LOWE MILL, LLC. DEPOSIT  
AMOUNT IS EQUAL TO THE AMOUNT OF RENTAL VENUE REQUESTED. ALL  
RENTAL VENUES ARE ONLY AVAILABLE WEDNESDAY – SATURDAY.**

If you would like Lowe Mill's help promoting your event please contact Kimberly  
Casey at [kimberlycasey@lowemill.net](mailto:kimberlycasey@lowemill.net) and include an in depth description. This is  
required at least two weeks prior to your event.

[www.lowemill.net](http://www.lowemill.net)

## RENTAL VENUES AND RATES

\_\_\_\_\_ **THIRD FLOOR WAREHOUSE.** (Approx. 1875sq ft) Not climate controlled. This is one of our last remaining “wide open” spaces inside Lowe Mill. It is truly representative of the original state of the building with ample natural lighting. Perfect for private photography sessions.

**This is not an event venue and is only available during public hours. Wed-Sat 12-6pm Fri 12-8pm.**

\_\_\_\_\_ \$30.00 per hour X \_\_\_\_\_ hours = \_\_\_\_\_

\_\_\_\_\_ **NORTH WING CLASSROOM.** (Approx. 1248sq ft) 2<sup>nd</sup> floor North Wing. Seats up to 70 with tables and chairs provided. Use of 52 inch monitor included. Perfect for workshops and classes and short term gatherings.

**Events in this venue may be subject to some restrictions. This venue is only available during public hours. Wed-Sat 12-6pm Fri 12-8pm.**

\_\_\_\_\_ \$60.00 per hour X \_\_\_\_\_ hours = \_\_\_\_\_

\_\_\_\_\_ **RAIL ROAD SPACE # 2.** (Approx. 2300sq ft) This is an outdoor event venue. Supplies minimal overhead covering, lighting and power outlets. Also has a water spigot. Perfect for cookouts and parties when privacy is not an issue. Includes 10' x 8' stage platform and backdrop. Easy access to and from West Lawn/Parking Lot.

**This venue is available from 12pm - 12am Wed-Sat. Any and all use of loud speakers must be silenced by 10:00pm due to City Noise Ordinance.**

\_\_\_\_\_ \$325 per 12 hr day X \_\_\_\_\_ days = \_\_\_\_\_

\_\_\_\_\_ **1<sup>st</sup> FLOOR CONNECTOR ROOM.** (Approx. 4320sq ft) Fully climate controlled. This is our largest indoor event venue representative of the original state of the building with easy access to our East Parking Lot for loading and unloading. Perfect for banquets, large meetings and private parties. This venue contains it's own family restroom and access to water and power outlets.

**This venue is available from 12pm - 12am Wed - Sat.**

\_\_\_\_\_ \$550 per 12 hr day X \_\_\_\_\_ days = \_\_\_\_\_

\_\_\_\_\_ **LOWE MILL GROUNDS.** Includes East Dock and Lawn, West Lawn and Rail Road Space #2 as well as the 1<sup>st</sup> Floor Connector Room. Renting the Grounds is only for the truly serious event holder interested in a festival type atmosphere. The East Dock serves as the stage for any type of concert or performance and the lawns add a “backyard” feel to any event. Access to Men/Women's Restrooms and limited power outlets available.

**The LOWE MILL GROUNDS are available from 12pm - 12am Wed - Sat. Lowe Mill will remain open to the public during public hours 12 - 6 pm Wed - Sat 12 - 8pm Fri. 1<sup>st</sup> Floor Connector is the only venue with the option of privacy.**

\_\_\_\_\_ \$4000 per 12 hr day X \_\_\_\_\_ days = \_\_\_\_\_

## EQUIPMENT AND SUPPLY RENTAL

Folding Chairs 1-200 (Black 800lb) \$1.00-----per chair X \_\_\_\_\_ = \_\_\_\_\_

Tables 1-20 (5' round) \$6.00 w/cover (black) \$20.00-----  
-----per X \_\_\_\_\_ = \_\_\_\_\_

## LIGHTING

8 can LED RGB w/ fader board \$50.00-----per day X \_\_\_\_\_ days = \_\_\_\_\_

750 watt Ellipsoidal Spot \$20.00---per fixture (2 avail) X \_\_\_\_\_ days = \_\_\_\_\_

## SOUND

Portable PA System (2 Mains/2 Subs/2 Monitors/2 Mics/18 Channel Mixer)  
\$300.00/\$150 (1 speaker/1 Mic/1 Stand) ---per day X \_\_\_\_\_ days = \_\_\_\_\_

## AUDIO VISUAL

52" LED Monitor \$100.00-----per day X \_\_\_\_\_ days = \_\_\_\_\_

5' x 7' Projection Screen (Hanging) \$20.00---per day X \_\_\_\_\_ days = \_\_\_\_\_

Digital Projector \$50.00-----per day X \_\_\_\_\_ days = \_\_\_\_\_

Audio/Visual Engineer \$25.00-----per hour (3 hr min) X \_\_\_\_\_ = \_\_\_\_\_

TOTAL EQUIPMENT AND SUPPLY RENTAL FEES \_\_\_\_\_

## CLEANING AND DAMAGE DEPOSIT

Cleaning and Damage Deposit is equal to the amount of venue requested.

Cleaning and Damage Deposit Fee-----\$ \_\_\_\_\_

## SUMMARY

Venue-----\$ \_\_\_\_\_

Equipment and Supply-----\$ \_\_\_\_\_

Deposit-----\$ \_\_\_\_\_

TOTAL AMOUNT DUE AT SIGNING-----\$ \_\_\_\_\_

## **EVENT POLICIES AND PROCEDURES**

### **SET UP**

Lessee's access to the facilities for setting up will be limited to the hours agreed upon in this agreement.

### **PARKING**

Lessee, their guests and invitees shall observe all parking rules and signage.

### **CLEANING AND DAMAGE**

Lessee shall leave the premises in the condition in which it was found at the beginning of the rental period. Lessee shall return all leased equipment, if any, in the condition in which it was found at the beginning of the rental period. The cleaning and damage deposit will be returned within ten (10) working days provided the terms of this agreement have been met. The premises must be cleaned immediately after the event is over and within the rental period.

### **FOOD AND DRINK**

Food and drink are the responsibility of the Lessee. If alcohol is sold at the event, Lessee must contact the ABC Board and obtain the necessary license which must be maintained and properly posted on the premises at all times during the event. **ABSOLUTELY NO UNDERAGE DRINKING WILL BE PERMITTED** on or around the premises.

### **SMOKING**

Smoking is permitted only in designated outside areas. **ABSOLUTELY NO UNDERAGE SMOKING WILL BE PERMITTED** on or around the premises.

### **DRUGS**

**ABSOLUTELY NO DRUGS ARE ALLOWED** on or around the premises.

### **INSURANCE**

If Lessee sells or serves alcoholic beverages or if Lessee has more than 150 guests or invitees at its event, Lessee must provide Lessor with proof of its Event Insurance. Said Event Insurance must be obtained through a reputable insurance company in an amount not less than one million and no/100 (\$1,000,000.00) dollars and shall name the Lessor as an additional insured.

### **PERSONAL PROPERTY, RELEASE & INDEMNIFICATION**

Lessee, its guest and invitees are responsible for his/her personal property. Lessee shall hold Lessor harmless and indemnify Lessor against all claims, demands and judgments for loss, damage or injury to persons or property arising, resulting or occurring by reason of Lessee's acts or omissions occurring during the rental period and in the rented premises. Furthermore, Lessee desires to release and hold harmless the Lessor from any and all claims arising as a result of Lessee's use and/or occupation of the rented premises.

### **SAFETY AND CONDUCT**

Safety of Lessee, its guests and invitees is the responsibility of the Lessee. Lessee must schedule a walkthrough of the premises and surrounding area to become familiar with fire and safety issues as well as parking requirements. Lessee shall be responsible for the conduct of its guests and invitees.

### **AUTHORIZATION AND PERFORMANCE**

If Lessee is an entity then the below signor is authorized to sign on the entity's behalf, as well as verifies that the entity is in good standing and still active. Furthermore, the undersigned for the Lessee guarantees the Lessee will perform as to all matters herein.

### **CANCELLATION POLICY**

Cancellations must be made at least thirty (30) days in advance of the scheduled event in order to obtain a 100% refund of the rental payment. Cancellations made at least ten (10) days and less than thirty (30) in advance of the scheduled event are subject to a refund of 50% of the rental payment. Cancellations made less than ten (10) days before the scheduled event will result in forfeiture of payment. The cleaning and damage deposit will be refunded provided there is no set-up or cleaning required of Lessor. In the event of a weather related cancellation, the Lessee shall receive either a full refund or another date will be made available for rescheduling of uncontrollably cancelled event.

### **LESSOR:**

Lowe Mill, LLC  
DBA Lowe Mill Arts & Entertainment

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Printed Name & Title

### **LESSEE:**

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Printed Name & Title

If there are any questions, please contact Matt Bakula at 256 533 0399 or come visit the Main Office at Lowe Mill Arts & Entertainment during public hours Wed – Sat 12pm – 6pm and Fridays 12 pm – 8pm.

Employee Working Event ( for office use only ): \_\_\_\_\_  
Please attach a copy of check to this contract.

LOWE MILL  
ARTS & Entertainment

2211 Seminole Dr. Huntsville, AL

www.lowemill.net

6/24/15