**EVENT ROOM RENTAL AGREEMENT**

This agreement is made and entered into as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date), by and between LifeQual, LLC, 1975 N.W. 167th Place, Suite #100, Beaverton, Oregon 97006 (hereinafter referred to as “LifeQual”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as “Group”). Group agrees that the terms of this agreement are based upon the information provided by Group below.

**SECTION 1 – DESCRIPTION OF THE EVENT**:

**1.1 Company/Organization or Sponsor’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**1.2 Event Name and General Description of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**1.3 Contact Information:**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax No**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION 2 – EVENT ROOM:**

**2.1 Date/Time of Event.** Upon the signature of this agreement, LifeQual reserves and Group guarantees payment for the event room for the specified day and time:

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Times**: **Start**: \_\_\_\_\_\_\_\_\_\_\_\_ **End**: \_\_\_\_\_\_\_\_\_\_\_\_

**Number of People Attending**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

\* The maximum number of people the event room can hold is **58**.

**2.2 Charges**.

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**Event Room**: Group will be charged $100 for the 1st hour and $75 for every additional hour for a maximum of 8 hours

**Set-Up Fee**: Group will be charged a fee of $25.00 for supplying of Tables and Chairs.

 **2.3 Reservation Fee**. LifeQual requires a non-refundable reservation fee in the amount of $100 which LifeQual must receive 2 weeks prior to event in order to guarantee a hold on the event room. If the reservation fee is not received by the above date, LifeQual will no longer be required to continue to hold the event room. Final payment will be made on the day of the Group’s event and will be paid prior to the start of the event. Reservation fee will be applied towards the first hour of event room usage.

**2.4 Smoking Policy**. No smoking is allowed in the event room or anywhere else inside the LifeQual Center.

**2.5 Children and Pet Policy**. Children until the age of 16 must be accompanied by adults. Animals (excluding service animals) are not permitted in the event room or the LifeQual Center.

**SECTION 3 – MISCELLANEOUS:**

**3.1 Signs and Use of LifeQual Name**. Group shall not display signs in the LifeQual Center nor use the name/logo of LifeQual in any promotional brochures or ads without prior written approval from LifeQual. If is further agreed that no sign, banner or display shall be affixed to any part of the LifeQual Center. Any damages caused to the walls, fixtures or carpets will be billed to Group.

**3.2 Security**. LifeQual may, in its sole discretion, require Group to take certain security measures in order to maintain security in light of the size or nature of the event. Such security measures may include the requirement to hire sufficient security personal from a reputable agency that is approved by LifeQual prior to the event. LifeQual may cancel any Group event if security is not adequate in LifeQual’s sole and absolute discretion. In the event this agreement is canceled pursuant to the provisions of this Section 3.2 the reservation fee specified in Section 2.3, above, will be forfeited.

**SECTION 4 – EVENT INSURANCE**:

Group, at its expense, will procure prior to the event, a commercial general liability event insurance policy for any claims arising from its event for a minimum amount of $2,000,000.00 naming LifeQual as an additional insured. All such insurance will insure the performance by Group of the indemnity agreement with regard to liability for bodily injury to, illness of, or death of persons and damage to property set forth in this

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agreement. Group will deliver to LifeQual the fully paid-for policies or certificates of insurance, in form reasonably satisfactory to Landlord, issued by the insurance company or its authorized agent, at least three (3) days prior to the event.

**SECTION 5 – GENERAL PROVISIONS:**

**5.1 Damage Clause.** Group assumes all responsibility for repair and restoration in the event of damage to the event room or LifeQual Center caused by Group or their guests and invitees. Group agrees to be, and is, responsible for ensuring that the event, including the layout of the event room and any equipment and/or other items used in connection with the event and/or Group function, is ADA accessible and compliant.

**5.2 Indemnity**. Group will indemnify, defend, hold harmless and reimburse LifeQual and its managing agents and employees from any claim, liability, damage, or loss, or any cost or expense in connection therewith (including reasonable attorney fees), whether suffered directly or from a third-party claim arising out of (i) any damage to any person or property occurring in, on, or about the event room or the LifeQual Center, (ii) use by Group or its agents, invitees, or contractors of the event room and LifeQual Center, and/or (iii) Group’s breach or violation of any term of this agreement.

**5.3 Group’s Property.** Group agrees and acknowledges that LifeQual will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in the event room or anywhere else in the LifeQual Center. Group may not rely on any verbal or written assurances provided by LifeQual staff, other than as provided in this agreement. Group hereby waives any claims under LifeQual’s insurance policy for the loss of Group’s property to the extent such loss is not caused by LifeQual’s negligence or misconduct.

**5.4 Force Majeure**. The performance of this agreement is subject to any circumstances making it illegal or impossible for LifeQual to provide the event room for the Group to hold its event, including, but not limited to, Acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilities. This agreement may be terminated for any one of the above reasons by written notice to Group by LifeQual or to LifeQual by Group. In the event this agreement is terminated pursuant to the provisions of this Section 5.4, the reservation fee specified in Section 2.3, above, will be refunded to Group.

**5.5 Entire Agreement**. This agreement constitutes the entire agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any change to this agreement must be made in writing and signed by an authorized representative of each party.

**5.6 Captions**. The section headings of this agreement are for descriptive purposes only and in no way define, limit or describe the scope, intent or meaning of this agreement.

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**5.7 Severability**. If any provision of this agreement or the application thereof to any person or circumstances shall, for any reason and to any extent, be invalid or unenforceable, the remainder of this agreement and the application of such provision to the other persons or circumstances shall not be affected thereby.

**5.8 No Assignment**. Group may not assign or transfer this agreement or any part thereof without the prior written consent of LifeQual.

**5.9 Right of LifeQual to Terminate**. If any material information is falsely provided by Group to LifeQual regarding Group’s activities, purpose, or any other material information about Group, LifeQual may terminate this agreement in whole or in part and Group will be liable for all fees and charges related to the event pursuant to the terms of this agreement.

**5.10 Entry for Inspection**. LifeQual will have the right to enter and inspect all events. If LifeQual observes any illegal activity or activity that may, in LifeQual’s sole and absolute discretion, result in harm to persons or property, LifeQual has the right to immediately notify Group to cease such activity. In the event the Group does not cease or alter such activity to remove the potential harm, LifeQual may order the Group’s guests and invitees to immediately cease the activity and vacate the premises, as LifeQual may determine in is sole and absolute discretion. In such event, Group will remain liable for all fees and charges related to the event pursuant to the terms of this agreement.

**5.11 Governing Law**. This agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed this agreement as of the date and year set forth on page one of this agreement.

**LIEEQUAL:**

**LifeQual, LLC**

**By**: Shalini Shankar

**Its**: Marketing Director

**Group:**

**By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Its**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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