



## RENTAL DEPOSIT AGREEMENT

### Section I – DEPOSIT RATES

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Standard Rental Deposit</b>      | <b>\$300.00</b> |
| <b>2-day Rental Deposit</b>         | <b>\$400.00</b> |
| <b>Full Day Rental Deposit</b>      | <b>\$400.00</b> |
| <b>Organization Meeting Deposit</b> | <b>\$100.00</b> |

### Section II – DEPOSIT REFUNDS

All Security Deposits are refundable **IF**:

- The event is **NOT** cancelled.
- Event clean-up is approved with specified clean-up of trash removal from tables and floors.
- Event clean-up is approved with kitchen clean-up including removal of food from refrigerator and counters, dishes from sink, and any rented items cleaned and stored properly including chaffing dishes, etc.
- The facility is NOT cleaned within one hour of end time.
- Furniture and other facility property is **moved or damaged**.
- Rental items have been inspected for damages by TQ Management.
- The renter **DOES NOT** use wax, glitter or confetti (*use of these items will result in forfeit of deposit*).

**\$150.00 of required Rental Deposit will be refunded to customer IF there are no violations of Section II as outlined above in Rental Deposit Agreement.**

**The remaining deposit will be applied to actual Rental Fee.**

### Section III - CANCELLATION

If an event is cancelled the renter **will lose 100%** of his/her Rental Deposit.

### Section IV – DEPOSIT RENTAL PAYMENT

At least 50% of due balance must be paid within 45 days prior to event date. The remaining balance is due 14 days prior to scheduled event date.

If the FIRST payment is NOT made, the date will be released and re-opened on TQ Calendar and the ENTIRE Security Deposit will be forfeited.

**First Payment Due:** \_\_\_\_\_ **Final Payment Due:** \_\_\_\_\_

**Rates effective December 1, 2018**



## **VI – RESCHEDULING EVENTS**

Events **CANNOT** be rescheduled.

However, if a customer requests to reschedule within 1 - 3 days of scheduled event due to an *emergency* \*; **AND** all fees have been paid TQ Management reserves the right to use the following procedures:

1. The customer will lose the \$150.00 deposit.
2. The event can only be rescheduled within 14 days of original event date (based on TQ availability). If the renter does not reschedule, the renter will lose 100% of Rental Deposit.
3. All other applicable rental fees are non-refundable.

*\*TQ Management reserves the right to view what we consider emergencies.*

## **V - REFUNDS**

Rental Deposits are mailed 3 – 5 business days after rental date. TQ Management **MUST** inspect facility on the following business day(s) to ensure deposit is refundable and no damages have been identified. Deposits will be mailed to address on rental contract unless renter request otherwise.

If the renter does not want deposit mailed, please specify if the deposit should be made available for pick-up.

## **\_\_\_\_\_ RENTER'S AGREEMENT**

I have read the Rental Deposit Agreement of A Touch of Quality Event Center and agree to abide the terms. I understand that I will forfeit my deposit if, at any time management determines either my status or actions, or those of my organization, have violated the Rental Security Deposit & Cancellation Policy of the A Touch of Quality Event Center.

**Renter's Signature:** \_\_\_\_\_

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