Space In Time Rental Agreement

This contract for the rental of <u>Space In Time</u> is made this day,, by and	
between Ebony Hamlet, hereafter referred to as the Owner, and	
, hereafter referred to as the Renter.	
Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue,	
located at 290 Hilderbrand Drive Suite B4 Atlanta, GA 30328 and known as Space In Time, and	
whereas, the Owner agrees to such rental, occupation, and use in consideration of certain	
payments and covenants herein enumerated;	
Event Date:	
Set-Up Time: Event Start Time: Event End Time: Wrap Time:	
Hours Total:	
Event Name/Type:	
Number of Guest/Attendees:	
Client(s)/Corporation:	_
Type of Entity: Club Association Corporation Limited Liability Co Other:	_
Address:	
City: State: Zip	
Primary Phone:	
Email address:	
Conditions and Responsibilities of the Renter- Please read the material below to make sure a parties understand the requirements of providing for everyone's safety and keeping Space In Timwell maintained and safe location for future use.	
The Renter shall pay to the Owner the sum of \$ Of this amount,	
\$ is a non-refundable deposit due to at the time of booking and will be	
applied to the rental charges. This is required in advance to successfully reserve the venue.	The
reservation deposit is 50% of the rental rate. The remainder,	vithin
\$, is due two weeks before the event. If full payment is not received v fourteen days before the event, the Owner reserves the right to cancel your reservation and r	
refund will be given.	
 Cancellation- Date-Hold deposit is non-refundable. We understand things happen! The Rena agrees that all payments are non-refundable under any circumstances including cancellations. Renter. The Owner agrees that if the cancellation is due to circumstances incurred by the Owner, all fees paid by Renter will be refunded. The Renter agrees that all confirmed dates are and rescheduling of dates are to be determined at the Owner's discretion for a fee of \$175 due the Renter at the time of rescheduling. Capacity- 80 guest 	s by the vner or e final

4. Cleaning, Trash, And Removal-Space In Time will be in a clean condition prior to your event. At the end of the Renter's event, the space must be returned to the same clean condition in which it was

found. All rental equipment must be removed immediately following your event. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it. This includes sweeping and breakdown of chairs and tables, if you did not pay for the "Don't Lift A Finger Package". Items left overnight will be discarded. We are a small space and do not have storage large enough to house Renter items.

- **5. Laws-** Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, and there are no exceptions. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure that alcoholic beverages are consumed in a responsible manner. Space In Time reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or insurability of Space In Time or the safety of its staff, guests, or building contents.
- **6. Damages**-Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.
- **7.Decor**-Space In Time wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Only low tack tape is allowed on our floors and walls. Renter agrees that NO candles (except 2.5 inch tall birthday candles) are allowed in the venue. Any damage will be charged after your event. An additional cleaning fee of \$200 will added if this is violated and charged to the card on file or additional request source of payment if card is inactive. \$150 deposit will immediately become nonrefundable.
- 8. Conduct -There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as graduation parties, underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of Space In Time team members shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases refunds of the event costs will not be available. During events using or selling alcohol, alcoholic beverages must not be taken outside the event space. All legal consequences and ramifications are the sole responsibility of the rental party and/or event space.
- 10. Catering- We require that all caterers working at Space In Time to have a valid certificate of insurance and a credit card on file with us. Space In Time is production space and is to be used for final food presentation, plating, and bussing only. Please note Space In Time does not provide dishes, glassware, pots, pans, knives, or utensils. The space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. A final walk-through with a Host is mandatory at the close of your event. Caterers must remove all trash, composting and recyclables from the site. All trash, including sorted recyclables and properly sorted comostables, must be collected, properly bagged, and removed by the caterer or the Renter. Failure to remove or clean will result in additional fees to the caterer and will be charged to the caterer's credit card or rental party on file. Renter agrees that they will ______ or will not ______ have a Caterer. Renter Initials: _____ Date: _____
 11. Alcohol- It can be served if there is a licensed/permit holding mobile bartender serving with alcohol awareness training. Will Alcohol be served at the event? ___ YES ___ NO. If so, Renter is hiring Licensed

Vendor/Catering Company: _____ We require you to obtain certificates of insurance from all third party vendors. Renter Initials: Date:

12. Liability- Renter agrees to indemnify, defend and hold Space In Time, its landlord, building owners,
officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses
arising out of and/or resulting from the rental and use of the premises, including but not limited to, the
personal guarantee of provision, service, and dispensing of payment by renter, its employees, and
agents of alcoholic beverages at Space In Time. In the event Space In Time, its landlord, building
owners, officers, employees and/or agents, are required to file any action in court in order to enforce any
provisions of this agreement, the Renter agrees to pay Space In Time, its officers, landlord, building
owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by
Space In Time including all collection expenses and interest due.
13. Promotions and Copyright -It is important to us that you have a fantastic and successful event.
Should Space In Time be engaged in the promotion or co-production of your event, it is imperative that
we see and approve all marketing messages and communications. Please tag us on social media post.
We hope you will refer others here and are happy to answer any questions you might have about the
types of events we do. A representative of Space In Time (your event host) will be available during all
events to answer questions about the space. Renter Initials: Date:
14. Additional Fees-
Over Time Fee-The Renter agrees to end at the Wrap Time. The Renter agrees that an additional \$150 will be charged if the event goes over the specified time. To avoid this charge we recommend that you allow one (1) hour for breakdown time. "Wrap time" refers to the agreed upon time the booking party
must have the event space returned to its original condition and ready to leave the space. Please note if the event extends beyond the scheduled end time more than one (1) hours without prior approval the security deposit can be forfeited.
Renter Needs Additional Time Fee-However, subject to prior approval and at the Owner's sole discretion, use of the venue beyond the event end time may be granted at the rate of \$125.00 per hour maybe pre purchased. Each additional hour is billed as a whole hour regardless of actual minutes used.
Accidental Insurance Fee- Instead of requiring Renters to obtain Special Event Liability insurance, we simply ask that we hold a \$150 refundable cash deposit. This becomes non refundable if there is damage to Space In Time.
15. Items Included In the Rental -Renter and Owner agrees that the total price for the rental includes: sound system
projector wireless microphone
Round tables QtySizeWhat Color Linen
Square banquet tables QtySizeWhat Color Linen
Classroom Set Up tables QtySize Chair QtyStyle
Only Chair QtyStyle
Art Show Set Up - Easel Qty
Storage Fee for the night prior to the event will be \$50.00, if we can accommodate this request
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16. Renter has the option of choosing additional items to be provided by the Owner. Additional fee will apply unless otherwise noted. Please list any additional upgrades requested:

- 17. Entry and Exit -Renter agrees that Space In Time staff may enter and exit premises during the course of the event. A Space In Time Host will be available during your entire event and may be checking periodically with the responsible parties to insure everything is operating correctly. They will also be checking the restrooms, the overall premises, replenishing hand towels, toilet paper, and will be available for questions or to respond to needs or issues that may arise.
- **18. Securing the Venue**: The Renter agrees to maintain a credit card on file during the entirety of the event to secure payment for any damages. The Owner agrees to advise the Renter of any damage

Renter's Signature	Owner's Signature 290 Hilderbrand Dr.B4 Atlanta,GA 30328
Renter's Signature	Owner's Signature
In witness of their understanding of and agreemer parties affix their signatures below. Once complet spaceintimeatl@gmail.com	nt to the terms and conditions herein contained, the ting this online, please email it to us at
credit card and that I will not dispute the payment transaction corresponds to the terms indicated in	
This payment authorization is for the event descri	ibed above. I certify that I am an authorized user of this
I authorize Space In Time to charge the credit car	rd indicated according to the terms outlined above.
It can be paid at: PayPal.Me/spaceintimeatl	
Reservation Deposit Paid (50% of the Rental Rate	e) \$ Due Date:
Balance Due \$ Due Date:	_
Accidentals Deposit \$ Due Date:_	
Rental Items & Upgrades Balance \$	Due Date:
Total Amount Due is (excluding fental items) \$	Due Date:
Total Amount Due is (evaluding rental items) \$	
Please note the following timeline due:	
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Phone

Address

Phone

charges before making a debit to the credit card on file. The Renter agrees to provide another source of