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**Blue Moon Ballroom**

**554 Meeting Street, West Columbia, SC 29169**

**C: (803) 569.0380**

**BlueMoonBallroomSC@gmail.com**

**AGREEMENT FOR VENUE RENTAL**

**EVENT SPACE RENTAL AGREEMENT**  
THIS AGREEMENT (“the Agreement”), made as of \_\_\_\_\_\_\_\_\_\_\_\_\_, by and between Blue Moon Venue, whose business address is 554 Meeting Street, West Columbia, South Carolina, 29169 and (the “Renter”), collectively, the “Parties”.

**Renter’s Contact/Address Information**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Street Address City State Zip Code

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email Address Cell Number Alternate Contact Number

**The Parties Agree as Follows:**

The Renter shall hold the following event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Between \_\_\_\_\_\_ am / pm and \_\_\_\_\_ am / pm. **Building must be cleared by midnight**. **Renter is authorized to use the facility to hold the Event, and for no other purpose. Renter has up to two hours for decorating and one hour to remove decorations. Anything left behind will be disposed of.**

**\_\_\_\_\_\_\_ Renter’s initials**

**SPACE RENTAL**

**Front Ballroom (includes kitchen) Lower Room**  **Back Ballroom** \_\_\_\_\_ **Entire Building**

**\_\_\_\_\_\_\_\_ Renter’s Initials**

**Rental Fee**

Renter shall pay to Owner a space rental fee of **$ \_** (the “Fee”), for the use of the Space.  After payment of the Security Deposit, the balance of the Rental Fee is due no later than ninety (90) days after the date of the signing of this agreement. **The entire Rental Fee is due on the date the contract is signed if there are less than ninety (90) days between the date of the event and the date the contract is signed, unless other arrangements are made. (See detail page). \_\_\_\_\_\_\_ Renter’s Initials**

**Security Deposit (READ CAREFULLY)**

Renter shall pay to Owner a security deposit of **$\_\_\_\_\_\_\_\_\_\_\_** (50% of the grand total), upon the execution of this Agreement.

**This deposit is non-refundable; however, credit can be given if there is a date change initiated by the renter. Any date change must be made no later than 90 days before original date of Event on this Agreement or deposit is forfeited, and a new deposit must be paid to secure the new date. Date change must be submitted in writing. \_\_\_\_\_\_\_ Renter’s Initials**

**Cancellation (READ CAREFULLY)**

**Renter may cancel the Event by providing the Owner written notice ninety (90) days or more before the Event Date. If written notice of cancellation is provided ninety (90) days or more before the Event Date, Owner shall credit to Renter the full amount of the Rental Fee, minus the non-refundable deposit. In the event the Renter cancels the event within eighty nine (89) days of the Event Date, Owner shall have the right to retain the full payment.** \_\_\_\_\_\_\_\_\_ (Renter’s Initials)

**Disclaimers**

The Space shall be provided by the Owner as-is and Owner makes no warranty regarding the suitability of the Space for Renter’s intended use. \_\_\_\_\_\_\_\_ (Renter’s Initials)

**Right of Entry**

The owner shall have the right to enter the Space at any time for any reasonable purpose including any emergency that may threaten damage to owners’ property or injury to any person in or near the Space. \_\_\_\_\_\_\_\_ (Renter’s Initials)

**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. \_\_\_\_\_\_\_\_ (Renter’s Initials)

**Revocation**

Owner shall have the right to revoke the Rental at any time prior to the Event Date, provided it gives Renter prior written notice of revocation. In the event Owner revokes the Rental 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. \_\_\_\_\_\_\_\_ (Renter’s Initials)

**Condition**

**After the completion of the Event, the Renter shall leave the Space in the same or similar condition as received from the Owner. Nothing will be left stuck to the equipment, tables, chairs, linens, chair covers, walls, floors, or doors, inside or outside. A cleaning fee of $300.00 will be charged in the event that anything is left stuck to the above mentioned.****\_\_\_\_\_\_\_\_** (Renter’s Initials)

**CLEANING RESPONSIBILITIES**

**It is the responsibility of the Renter to clear the tables and place all trash in the receptacles. No trash is to be left outside the building. Renter MUST check front and back parking lots for trash. If debris is left in the parking lot, Renter will be assessed a cleaning fee of $100.**

\_\_\_\_\_\_\_\_ (Renter’s Initials)

**Damages**

**Beyond ordinary wear and tear, Renter shall be responsible for any damages caused by Renter’s use of the Space. Renter shall arrange for the repair of any such damage within three days. Repairs must be completed within seven days from day of event. In the event Renter does not make any necessary repairs, Owner shall arrange for the same at Renter’s expense.**

**\_\_\_\_\_\_\_\_\_** (Renter’s Initials)

**Flammable Materials**

**Flammable materials, such as lighted candles, may not be used in the facility unless contained in glass or metal. The only exception applies to candles on a birthday cake. Battery operated candles may be used in place of lighted candles.**

\_\_\_\_\_\_\_\_\_\_ (Renter’s Initials)

**Minor Children**

**Minor children attending the Event MUST be supervised by a responsible adult at all times. Management is not responsible for supervising minor children.** \_\_\_\_\_\_\_\_\_\_ (Renter’s Initials)

**Assignment**

Neither Party may assign or transfer their respective rights or obligations under this Agreement without prior written consent from the other Party. \_\_\_\_\_\_\_\_ (Renter’s Initials)

**Governing Law**

This Agreement shall be construed in accordance with, and governed in all respects by, the laws of the State of South Carolina, without regard to conflicts of law principles. \_\_\_\_\_\_\_\_ (Renter’s Initials)

**Number of Guests: \_\_\_\_\_\_\_\_\_\_**

**Tables:**

Round: Quantity\_\_\_\_\_ Size: 48” (seats up to 8) (Up to 12 total, no extra charge)

Quantity\_\_\_\_\_ Size: 60” (seats up to 10) ($20 each)

Quantity\_\_\_\_\_ Size: 72” (seats up to 12) ($20 each)

Cocktail: Quantity \_\_\_\_\_ ($20 each)

Banquet: Quantity \_\_\_\_\_ Size: 6’ (seats up to 8) (Up to 2 total, no extra charge)

Quantity\_\_\_\_\_ Size: 8’ (seats up to 10) (Up to 12 total, no extra charge)

**If more than twelve tables TOTAL are required, or round TABLES larger than 48”, OR ANY COCKTAIL TABLES, there will be an additional charge of $20 each.**

Total $\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ (Renter’s Initials)

**Linens: If more than twelve linens total are required, or larger than 108” (round), OR ANY COCKTAIL SIZE, there will be an additional charge of $15 each.**

Round: Quantity: Size: 108” \_\_\_\_ 120” \_\_\_\_132” \_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cocktail: Quantity\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banquet: Quantity: Size: 6’ \_\_\_\_ Quantity:8’ \_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cleaning Fee per Linen: $3.00.**

Total $\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ (Renter’s Initials)

**Chairs: (Blk.)** **If more than 100 chairs are required, there will be an additional charge of $3.00 each.** \_\_\_\_\_\_\_ (Renter’s Initials)

Quantity\_\_\_\_\_\_

Total $\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ (Renter’s Initials)

**Chair Covers: If more than 100 chair covers are required, there will be an additional charge of $2 each.**

Quantity \_\_\_\_\_\_ Color: White \_\_\_ Black \_\_\_

**Cleaning Fee per Chair Cover: $1.00.**

Total $\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ (Renter’s Initials)

**Summary of Charges**

Rental Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Tables $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Chairs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Linens $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Chair Covers $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning Fee for Linens $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning Fee for Chair Covers $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grand Total for Event: $\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_ (Renter’s Initials)

**Less Non-Refundable Security Deposit $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_ (Renter’s Initials)

**Balance Due By \_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_ (Renter’s Initials)

**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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Blue Moon Venue Manager/Owner Signature