



# WeProject Hall Rental Agreement

## 1 Rental Agreement

This contract for the rental of the WeProject Hall is made this day, \_\_\_\_\_, by and between **WeProject, Inc.**, hereafter referred to as the “Owner”, and \_\_\_\_\_, hereafter referred to as the “Renter”. **Whereas** the Renter desires to rent and make use of the Owner’s venue, located at **108 Railroad St.** and known as **WeProject Hall**, and **Whereas**, the Owner agrees to such rental and use in consideration of the payments and covenants herein enumerated.

**Now, therefore**, the parties agree to the following terms and conditions:

- 1.1. **EVENT DESCRIPTION / VENUE ACCESS:** The Renter shall have access to and use of the hall on rental date \_\_\_\_\_, from **12pm** to **12am**, for the purpose of hosting the Renter’s \_\_\_\_\_ event scheduled to start at \_\_\_\_\_pm. Owner shall open hall at the time the rental is scheduled to start. Unless renter requests the hall without tablecloths and linen, the tables will be set (with white tablecloths, silver tablemats, cloth dinner napkins, tea lights) and Chiavari chairs will be ready by event start time. Full rental cost + cleaning fee + security deposit will be paid no later than \_\_\_\_\_.
- 1.2. **RENTAL COST:** The rental fee for the use of the venue as described in 1.1. is \_\_\_\_\_ plus a cleaning fee of \_\_\_\_\_. The rental and cleaning fees plus the deposit described in Paragraph 1.3., is to be paid in full (\$\_\_\_\_\_) to the Owner 30 days before the rental date. The rental cost includes one prior visit to the venue, this visit is to be scheduled with 7 days advanced notice and cannot exceed 4 hrs. 50% of the rental fee (\$) plus 100% of the security deposit (\$) are to be paid (\$\_\_\_\_\_) at the time of **signing contract** (if signing contract within 30 days of event, full rental amount, cleaning free, and security deposit total are due at signing of contract).
- 1.3. **SECURITY DEPOSIT:** The Renter shall pay to the Owner the sum of **\$300** as a security deposit. **RETURN OF SECURITY DEPOSIT:** The \$300 deposit minus amount deemed necessary to repair damages inflicted upon the venue by Renter, guests, and/or any other persons (excluding WeProject employees) who enter the venue during the rental period, whether such persons entered with Renter’s knowledge or consent will be returned to renter no later than 10 days after the date of rental.
- 1.4. **REMOVAL OF BELONGINGS:** Renter shall remove **all personal property**, and **all other items** (DJ equipment, table decorations, etc.) that were not in the venue when Renter took control of it by the end of the rental (**12am**). Additional rental hours are available at \$150 p/hr.

- 1.5. **UNPAID BALANCE FEES:** In the event that Renter fails to pay total balance due 30 days before the event, the rental is void and the 50% of rental fee is lost.
- 1.6. **LIABILITY:** Renter is 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 anyone (except WeProject employees) in attendance while Renter is in control of the venue. Renter shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue. **DISPUTES** arising under this contract shall be settled in the Owner's local jurisdiction.

## 2 Renter Responsibilities & Compliance

Renter is to read and initial that Renter understands and will comply with **ALL** of the following:

- \_\_\_\_\_ ALCOHOL is NOT ALLOWED inside the venue NOR in the parking lot
- \_\_\_\_\_ SMOKING NOT ALLOWED and COOKING NOT ALLOWED inside the venue
- \_\_\_\_\_ GUNS/WEAPONS are NOT ALLOWED inside the venue NOR in the parking lot
- \_\_\_\_\_ Illegal drugs are NOT ALLOWED inside the venue NOR in the parking lot
- \_\_\_\_\_ PETS are NOT ALLOWED inside the venue
- \_\_\_\_\_ MAXIMUM Guest Occupancy is 200 (maximum total is 244)
- \_\_\_\_\_ WeProject, Inc. assumes no responsibility for loss or personal injury
- \_\_\_\_\_ To receive the full \$300 Security Deposit, venue must be free of damage (no damage to mirrors, chairs, tables, windows, etc.).
- \_\_\_\_\_ IF total balance is not paid within 30 days of event this rental agreement is void and the 50% of the rental fee will NOT be refunded.

## 3 Acknowledgement Signatures

In witness of their understanding and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Name & Address	Renter's Signature	Date
Amount Received & Balance	WeProject's Representative Printed Name, Signature & Telephone	Date