



## MAIN STREET JUNCTION Rental Agreement

This is a Rental Agreement between Main Street Junction (Herein after known as Main Street Junction or Facility) and \_\_\_\_\_ (Herein after known as CLIENT) for the use of the Facility.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Rental Date \_\_\_\_\_ Rental Time \_\_\_\_\_ Event Time \_\_\_\_\_

Type of Event \_\_\_\_\_ #of Guests \_\_\_\_\_ Room(s) Rented \_\_\_\_\_

Rental Amount \_\_\_\_\_ Security Deposit \$300.00 \_\_\_\_\_ Total Due \_\_\_\_\_

### TERMS AND CONDITIONS

#### RESERVATIONS

In order for an event rental to be guaranteed, Main Street Junction must receive a deposit of at least fifty percent (50%) of the room rental fee. The remainder of any rental fee is required thirty (30) days prior to the event as well as a refundable \$300 damage deposit.

#### HOURS OF OPERATION

Events may not last beyond 12:00 a.m. without prior approval from the Main Street Junction staff. This 12:00 a.m. deadline includes cleanup time. The CLIENT will be charged \$150 per hour if the event and/or cleanup time exceeds 12:00 a.m. or if it exceeds a delegated deadline previously approved by staff. CLIENT is responsible for making sure guests leave the building at an appropriate time in order for CLIENT to finish clean up before the time deadline. Arrangements must be made by the CLIENT to have all rental equipment picked up and removed from the Facility the same day as the Event before the Event's time deadline unless there is prior approval. Main Street Junction is not responsible for any damage or theft of any items left by the CLIENT or any guest attending the CLIENT's Event.

#### SERVICES PROVIDED

Staff: Main Street Junction Staff member will open the Facility and provide information and direction as needed. The Staff member will not be available to serve or decorate and will not be involved in the event. In the event of an emergency or unusual situation, a staff member will be available via phone.

Tables, Chairs, and Stage: Such items are provided upon request and will be set up and taken down by Main Street Junction Staff. CLIENT must provide a layout for the event. Tables and chairs are not to be taken outside by the CLIENT or any guest attending the Event.

Deep Cleaning: Main Street Junction will perform deep cleaning, such as mopping and vacuuming after the event.

CLIENT must remove anything brought in by self, guests or hired vendors.

Parking: There is no cost for parking in the area surrounding Main Street Junction. Designated parking lots for Main Street Junction are the two lots behind Main Street Junction and the City of Union administrative building parking lot.

**Main Street Junction is under 24 hour surveillance.**

**KITCHEN USAGE**

Kitchen usage is limited to preparation only as there are no resources in the kitchen or on the premises for cooking. This means that food may be assembled and may be warmed or kept warm using warming ovens, and perishables and beverages may be chilled in the refrigerator. Prep tables, sink, refrigerator, and floors must be thoroughly cleaned after use.

Kitchen will be used \_\_\_\_\_CLIENT Initials

Kitchen will not be used \_\_\_\_\_CLIENT Initials

**DECORATIONS**

Decorations are permitted within reason and must be approved by management. Decorations are only permitted in the area or areas you have rented. Decorations may not be fastened to the walls with thumb tacks, nails, or staples. Only battery operated candles are permitted. No hand held wax candles are permitted. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited in the Great Room and/or on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the Facility.

Decorations **may not be** affixed to the walls, doors, windows, chairs, painted surfaces or hung from the ceiling. Nothing can be attached to the outdoor banisters without management approval.

**DO NOT** adhere anything to the floor, i.e. duct tape, masking tape, decals, etc.

Fog machines, dry ice, and or open flames **are not permitted**. Red wine and punch are discouraged and can cause the Rental Party to incur a loss of the damage deposit if stain occurs from such use. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, CLIENT must consult with Main Street Junction staff. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit at a minimum of \$300.

\_\_\_\_\_CLIENT Initials

**FOOD**

All food must be prepared by, brought onto the premises, and served by CLIENT or a caterer that is designated by the CLIENT. CLIENT or their caterer shall coordinate with Main Street Junction Staff two (2) days in advance in order to confirm catering staff arrival time. A minimum of one (1) catering staff person is required to be on duty at all times during the catered Event. Main Street Junction will not provide any serving materials.

- CLIENT will coordinate with caterer for catering the Event \_\_\_\_\_CLIENT Initials
- Event will not be catered \_\_\_\_\_CLIENT Initials

**STORAGE IN BUILDING**

Main Street Junction does not provide storage. It is not available before or after an event. All decorations, props, rented furniture, beverage dispensers, and personal belongings must be removed at the end of the event.

**MISCELLANEOUS POLICIES**

All Vendors must have a **City of Union Business License**.

Live animals, except for service animals, may not be brought onto the premises.

CLIENT and his/her guests are restricted to the rental area.

Main Street Junction will not be responsible for items left behind, before, during or after an Event. Main Street Junction Staff may enter any of the rented premises at any time on any occasion.

Main Street Junction reserves the right to take photographs of Events for its own records and for use in future.

CLIENT must make sure that the number of guests does not exceed the stated amount.

Damage to Building. In cases where property has been damaged or abused beyond normal wear, CLIENT will be billed for all damage and additional clean-up.

\_\_\_\_\_CLIENT Initials

## **FEES AND CHARGES**

### **PAYMENT POLICY**

Fifty percent (50%) of the \*initial deposit of the room rental fee is due at the time the CLIENT enters into this Agreement. This is required as an initial deposit. The remaining balance of the rental fee and a \$300 **refundable \*damage deposit** is due no less than thirty (30) days prior to start of the event. Main Street Junction accepts payments in the form of credit card (Visa or MasterCard) or check payable to "The City of Union-MSJ".

\*Initial deposit = 50% of room rental

\*Damage deposit = \$ 300.00

CLIENT agrees to these payment terms.

\_\_\_\_\_ CLIENT Initials

### **CANCELLATION POLICY**

CLIENT must provide a dated, written request for cancellation. Upon cancellation by CLIENT the following fee schedule will apply:

18 MONTHS - 12 MONTHS-----100% Minus \$100 Administrative Fee

12 MONTHS - 6 MONTHS-----50% or \$100 Administrative Fee  
(Whichever is Greater, Will be charged)

6 MONTHS- 0 MONTHS-----0% \*If the event is cancelled less than 30 days prior, the full rental payment will not be refunded.

No refunds will be made when the event is canceled by Main Street Junction due to the CLIENT's noncompliance with terms and conditions.

### **DATE CHANGES ARE TREATED AS CANCELLATIONS**

Reservations are booked when the renter submits a signed facility use contract and fifty- percent (50%) of the rental fee. Balance is due 30 days prior to the event. Please read the schedule above to understand the percentage of the initial rental fee deposit that will be refunded of the booking is cancelled. All cancellations must be made in writing.

No refund will be made when the event is canceled by Main Street Junction due to the CLIENT'S noncompliance with terms and conditions.

### **DAMAGE DEPOSIT**

Damage deposit of \$300 is due thirty (30) days prior to your rental period.

Damage deposits will be returned via check, usually within one (1) week following the event.

Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.

**CLEAN-UP RESPONSIBILITIES**

Clean-up is the CLIENT's responsibility. CLIENT is expected to provide sufficient supervision to minimize spillage of food and beverages on the Facility floors during the rental event.

Any CLIENT leaving excessive trash in the main hall, kitchen, restrooms, lobby, and/or outside of doors is subject to additional charges. All or a portion of the damage deposit will be withheld if the Facility is not adequately cleaned, or if damage occurs.

CLIENT must finish the clean-up no later than the time the CLIENT has identified as the ending time for his/her event. The CLIENT is responsible for the following cleaning duties:

All tables must be cleared of all items such as table linens, dishes, decorations, etc.

All trash must be placed in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the trash dumpsters located in the public parking facility adjacent to Union City Hall. Main Street Junction will provide additional trash liners if needed.

All decorations must be taken down and removed from the Facility.

CLIENT is responsible for all kitchen clean-up. The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, refrigerator, sinks and floors.

CLIENT will be in charge of clean up and removal of decorations.

\_\_\_\_\_ CLIENT Initials

**INSURANCE AND SECURITY REQUIREMENTS**

**INSURANCE**

In order to use the facility, CLIENT may be asked to take out, at their expense, and keep in force during the event covered by the Agreement, general liability insurance, naming Main Street Junction as additional insured. A copy of insurance coverage must be submitted to Main Street Junction at least 10 days prior to your event date. If unsure, inquire with management for the name of an agent to contact to secure certificate.

CLIENT Will Obtain Insurance Coverage

\_\_\_\_\_ CLIENT Initials

CLIENT Will Not Obtain Insurance

\_\_\_\_\_ CLIENT Initials

## **ALCOHOLIC BEVERAGE POLICY**

Main Street Junction shall abide by all laws of the State of South Carolina concerning the use and serving of alcohol. Each CLIENT wishing to have alcohol at their event must abide by the following regulations regarding alcohol use in Main Street Junction facilities.

Alcoholic beverages may be consumed at Main Street Junction. A Liability Event Insurance Certificate and a security form from the City of Union Public Service Department is required when there is no monetary exchange for the beverage and when there is no admission charge for the event. A copy of the insurance certificate must be on file with Main Street Junction, ten (10) business days prior to event.

In the case of monetary exchange for alcohol, a licensed caterer or licensed bartender is required and must show proof of license and liability insurance to Main Street Junction staff. Please note that the caterer's insurance only covers the alcoholic beverages, not Main Street Junction. Necessary licenses to serve or sell alcohol will be obtained. Any group who sells alcohol, or charges an admission fee (no tickets sold at door) and serves alcohol, must obtain a temporary liquor license (Form ABL 900) from the State of South Carolina Alcoholic Beverage Control Board. A copy of the license must be on file with Main Street Junction, ten (10) business days prior to event.

Alcohol will be served

Alcohol will not be served

Alcohol will be sold

### **SUMMARY OF PARTINENT SOUTH CAROLINA STATE LAWS**

It is illegal to give, serve, or sell alcoholic beverages to any person under age twenty-one (21). This law applies to parents and other family members of minors.

Identification as evidence of age must be issued by a government agency (state or federal) (i.e. valid driver's license). Documents altered in any way are unacceptable.

It is illegal to serve or sell alcoholic beverages to an obviously intoxicated person.

It is illegal to be intoxicated in public.

It is illegal to drive under the influence of alcohol or with a blood alcohol level of .08% or higher.

One-day licensed alcohol servers/sellers must be 21 years of age or older.

Beverage servers/sellers have the right to refuse service/sale to anyone who appears to be intoxicated or under age 21.

CLIENT acknowledges and understands the policies and procedures and State Law regarding alcoholic beverages:

\_\_\_\_\_ CLIENT Initials

## **INDEMNIFICATION**

User agrees to defend, indemnify and hold harmless Main Street Junction, its board, its employees, City of Union, its employees, and its council from and against any and all claims, demands, causes of action, or liabilities incurred by Main Street Junction or its employees, arising from CLIENT's acts or omissions under this Agreement or any act or omission of CLIENT's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise from the negligence or willful misconduct of Main Street Junction or its employees.

Main Street Junction will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. CLIENT will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

CLIENT agrees to abide by this Agreement and acknowledges having received a copy thereof.

CLIENT will be held financially responsible for any damage to the Facility or equipment, which occurs through the CLIENT's meeting or event at the Facility.

### **ADDITIONAL INFORMATION:**

By signing below, CLIENT acknowledges that he/she has read and agrees to all above terms and conditions.

### **CLIENT**

### **MAIN STREET JUNCTION**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization (If Applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

