Business Event Space Rental Agreement

Whereas, the *Lessee* desires to temporarily rent, occupy, and make use of **The Benison Event Center**, facilities located at **100 South Third Street, Hamilton, Ohio**, and agrees to such rental and occupation.

<u>Payment Plan</u>:

The *Lessee* shall pay to the Benison the rental amount. Upon receipt of payment, the requested date will be reserved. **There will be a $40 fee to reschedule an event once the deposit is made. Events can only be rescheduled to non-peak months (January-April, July, and December).**

_____ A final guest count and preferred rental hours are due **3 weeks** prior to the event date. Payment for food, bar, av equipment, etc being due **2 weeks** prior to the event date. **No refunds, due to a decrease in projected guest count, will be issued after the three-week final guest count is submitted.**

Failure to make payments will forfeit your deposit and use of the facility.

Exceptions to this policy will be made in case of a public emergency order(s).

_____ <u>Facilities Agreement</u>:

The *Lessee* shall have access to, and use of the facilities, from _____ on the date of the rental to _____ on that same rental day. *All personal property must be removed from the Benison by the end of the contracted time. All items remaining after said time are considered donations to the Benison.

An additional hour may by be purchased for $150.

Facilities to include: ____Ballroom, ____Food Service Area, ____Vault, ____Balcony, ____Playroom, ____Bar, ____First Floor Restrooms, and ____Greenspace Patio. All areas requested will need to be determined with your coordinator upon the planning of your event.

The *Lessee* is financially responsible for liabilities resulting from themselves and/or their guests, such as, but not limited to physical damages, and/or actions that result in a loss of reputation or business opportunities that the Benison may incur.

The *Lessee* shall indemnify and hold harmless the Benison and staff against all legal actions, which may arise from association with the Benison.

_____ <u>Pre-Event</u>

24-hour access via email with a Consultant.

A Consultant will contact you approximately eight weeks before your event to schedule a room design and event consultation.

The Lessee is required to set up any rental items or equipment during their contracted time. This includes but is not limited to stage, lighting, table décor, and rented linens.

_____ <u>Bar Agreement</u>:

The Benison offers several bar packages for the *Lessee* to select. In accordance with the Ohio DOLC, NO alcohol is permitted unless provided and served by The Benison Event Center. Failure to comply with Ohio DOLC laws will result in a $500 fine, or the cancellation of your event. Your credit/debit card will be kept on file in lieu of said offense should it apply.

If a guest is determined intoxicated by the event manager or bartender, they will no longer be served alcohol per the State of Ohio Liquor policy. It is the *Lessee's* responsibility to ensure guests have proper transportation from the facility.

Bar closure is event specific and based on your pre-arranged contracted time. Last call for your bar to close is 15 minutes prior to contracted time.

_____ <u>During Event</u>

The Benison does not provide refrigeration of any type.

_____ <u>Post Event</u>

All rental items must be removed from the Benison by the end of the contracted time.

Once your contracted hours are complete the DJ will have an additional 30 minutes to breakdown and remove their equipment.

 Upon placing a deposit to reserve The Benison Event Center you agree to the terms above.

Signature: _____ Date:_____

In lieu of property damage or fines occurred during rental The Benison has my permission to charge the card on file not in excess of $500.

Signature: _____ Card number:_____ Expiration: _____ CVV:_____ Zip:_____