**Platt Brooks Estate**

**Facility Rental Agreement**

This Rental Agreement, made between Platt Brooks Estate this date \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

hereafter referred to as the Owner, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereafter referred to as the Renter. The Renter will temporarily occupy or make use of the Platt Brooks

Estate venue, located at 102 Church Street, Lexington, GA 30648 on Date of Event: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

at Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Pre-event (rehearsal) may take place on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

at the following Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Renter Contact Information:**

Primary Renter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Renter Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s Email addresses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Phone Number for Primary Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Phone Number for Secondary Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person(day of event) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Owner agrees to reserve the venue for the renter’s use on the above date and time. In addition, the renter and owner agree to the following terms and conditions:

1. The Renter shall pay to Platt Brooks Estate the sum of $3,900.00 as rent for the property for the above date. The Renter will pay $1750.00 upon signature of the contract. Of this amount, $1,300.00 is a non-refundable deposit that will be applied to rental charges upon final settlement of accounts. The remainder, $450.00, is a security deposit for damages and cleaning which will be returned to the Renter upon settlement, minus any charges for actual damages done to the venue by Renter, his/her associates, or guests.
2. The remaining balance of $2600.00 is to be divided a minimum of two (2) payments of $1300.00 each. The second payment is due **45 days** prior to the event date, and final payment must be paid in full **15 days** prior to the event.
3. The Renter shall have access to and use of the venue from noon to 9pm the day *before* the event on \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ and from noon to 10pm on the *day of* the event \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_and up to 4 hours on the day after the event for final pick up of supplies and items that may have been left behind. Renter shall remove all personal property and other items that were not present in the venue when Renter took control of it no later than 3pm the day after the event \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.
4. The security deposit will be returned to the Renter within 20 days following the date of the event if A) Renter performs all obligations under this agreement; and B) All property of Platt Brooks Estate is undamaged and is left in original (pre-event) condition. The security deposit may be used by Platt Brooks Estate to satisfy all or part of Renter’s obligation to cover any repairs or cleaning necessary to return the venue to its original condition. Any damage in excess of what can be covered by the security deposit will be the responsibility of the Renter.
5. Renter shall not allow the Premises to be used for any illegal purposes, nor in any manner to create any nuisance or trespass.
6. The Owner prefers that any alcoholic beverages be limited to Beer and Wine. Owner requires that the Renter retain a licensed bartender to serve all alcoholic beverages. Self-service of alcoholic beverages is prohibited. RENTER AGREES THERE SHALL BE NO CONSUMPTION OF ALCHOL BY MINORS. Additionally, the Renter is solely responsible for each patron who partakes of alcoholic beverages and the actions of those patron(s). Platt Brooks Estate has the right to cease alcohol service or evict inebriated guests if at any time it deems alcohol consumption to be excessive.
7. The Owner requires that the Renter show proof of a “Special Event Insurance Policy” and/or rider to ensure that the Renter and the Owner are covered against any potential lawsuits and/or personal injury claims.
8. Renter shall NOT allow smoking inside the Premises or in any covered or roofed area including all porches and bathrooms. All candles must be contained or enclosed in glass. NO FIREWORKS (with the exception of handheld sparklers in designated area) will be allowed anywhere on the Premises.
9. Renter agrees that Platt Brooks Estate may evict or evacuate anyone from the premises during the event to protect person, property and safety or health of guests, vendors, and others in attendance.
10. If the Renter cancels the event the termination will result in NO REFUND of funds previously paid. In the event the Renter is forced to change the date of the event, Platt Brooks Estate will consider a request to transfer reservations to the new date but make no promises that such accommodations can or will be allowed. The Renter further understands that last minute changes can impact the quality of the event that Platt Brooks Estate is not responsible for the compromises in quality.
11. If the Premises are partially or destroyed by storm, fire, lightning, vandalism or other casualty prior to an event this Agreement shall terminate as of the date of such destruction and any deposit or rent shall be refunded. The refunded deposit will constitute the termination of this agreement.
12. Platt Brooks Estate will make reasonable effort to accommodate vendors contracted by the Renter but is in no way responsible for services provided by said vendors or liable for any loss or damage arising from vendors acts or omissions. There is no kitchen on the premises. Renter is responsible for making vendors aware there are no kitchen facilities on the premises and making proper accommodations.

**Vendor Information**:

Catering Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catering Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florist Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Cake Bakery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bakery Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DJ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Planner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments or notes below. Signatures on following page.

Renter releases Platt Brooks Estate from liability for all losses incurred by the Owner/Platt Brooks Estate as a result of: (a) Renter’s failure to fulfill any condition of this agreement; (b) any damage or injury happening in or about the Property to Renter’s guests, invitees or licensees or to their property; (c) Renter’s failure to comply with any requirements imposed by any governmental authority ; and (d) Any judgement, lien or other encumbrance filed against the Property as a result of Renter’s actions, including attorney’s fees and court cost. Any disputes arising under this contract shall be adjudicated in the Owner’s local jurisdiction.

Parties agree to all provisions of this agreement through signature below.

|  |  |
| --- | --- |
| Renter’s Signature, date | Platt Brooks Estate Signature, date |
| Printed Name | Printed Name |
| Email Address | Email Address |
| Mailing Address | City, State, Zip Code |
| Cell Phone Numbers | Cell Phone Number |