

CityPoint Loft Rental Agreement

This contract for the rental of a venue is made this day, __/__/20 __, by and between **CityPoint Loft**, hereafter referred to as the Owner, and _____, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at **2345 S. Michigan Ave. Chicago, IL** and known as **CityPoint Loft**, and

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

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

1. The Renter shall pay the Owner the sum of 50% of event rental as a non-refundable deposit (in the form of cash, credit, money order or certified check) without a deposit; we can **NOT HOLD A DATE**. Additionally, the Renter agrees to pay \$500, as a REFUNDABLE damages/security deposit (in the form of cash, money order, credit card or cashier' check) which will be returned to the Renter upon settlement, minus any charges for actual damages done to the venue by Renter or his/her associates.

2. The Renter shall have access to and use of the venue from (time am/am) _____ on (date) to (time am/pm) _____ on (date) for the purpose of hosting the Renter's _____> (type of event)

3. The full rental fee for the use of the venue described in (2) above shall be \$ _____ (cost). Rentals are furnished with in house available tables, chairs and stage.

Please initial if needed:

_____ **Security Guard (client must cover cost of security) *****A security guard is always required when alcohol is served. Rate \$35 per hour, cost subject to change. Please view website www.citypointloft.com/thespace for Security Contact information.**

_____ **Kitchen Prep Access- Only licensed and insured caterers can cook and prepare food on premise.**

_____ **Bar Service (Bar service must go through our Preferred Bartending Service or meet CPL License and Liquor Liability Insurance Criteria) Details under "Alcoholic Beverages. WE DO NOT ALLOW THE SALE OF ALCOHOL.**

***We reserve the right to refuse admittance at any time and to remove from premises due to disorderly conduct.**

Trash: At the conclusion of the event, Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it. Overnight storage is not permitted.

Non-Approved Overtime: If renter goes over the contracted time, the cost is \$325 per hour.

Holiday Events: For rentals during the holidays, they are subject to an increase rate of \$450 per hour or more.

Catering: All caterers must be a licensed professional food handler. You may use one of our approved and preferred caterers, or you may select one independently. The caterer must meet all of CityPoint Loft requirements. **Caterers must submit a copy of their City of Chicago catering license, proof of general liability insurance in the amount of \$2,000,000. Bartending Services must have liquor liability insurance in the amount of \$2,000,000 and Bassett Certificate.** These should be on file with the General Manager no less than 7 days prior to your Event.

Certificates of Insurance is required for vendors providing entertainment that can cause bodily harm such as but not limited to inflatable bounce house, trampoline, etc.

Alcoholic Beverages: The sale of alcohol or self-serving is not allowed. All alcohol must be served by a licensed/certified bartender. The bartender or client must have liquor liability insurance which can be purchased at www.theeventhelper.com. Events in violation of the above will be forced to end immediately without refund or additional accommodations.

Preferred vendor information can be found on our website.

Audio/Visual: City Point Loft has a mounted LCD projector and full-service audio system. DJ's do not need to bring additional speakers. For advanced audio needs which requires an on-site tech person please let CityPoint know at time of booking.

Walk Through: Please arrange for your caterer, florist, and/or event coordinator to contact the Event Manager for an appointment. The Event Manager will be available by appointment only.

Deposits: A 50% non-refundable deposit is required at the time the date of the event is confirmed and the remainder due ten days prior to the event. Any overtime charges will be deducted from the \$500 Security Deposit. Any damages incurred during the event will be deducted from the security deposit and remaining balance billed to the client.

Provision of Staff and Equipment: CityPoint Loft will provide use of the kitchen Prep Area with refrigerator and microwave. The Renter is responsibility for returning the kitchen and rental space to its original condition.

All A/V equipment will be handled by approved CP staff and designated persons. The Renter is responsibility for returning the kitchen and rental space to its original condition.

Fire Hazard: Flame candles are not allowed in certain areas of the event space. However, we suggest alternatives, such as battery operated votives and small lamps.

Displays and Decorations: the Event Manager must approve all displays and/or decorations proposed by the client. All preparations for the event must be initiated on the date of the function. Decorations are allowed except for confetti and hardware that may cause damage even if repairable. Any decorations provided by City Point Loft remains the property of City Point and are not to be removed without approval from staff. If damaged or removed, the client accepts full responsibility for reimbursement.

Liability: There is refundable deposit of \$500 to cover any loss or damages to the space. Deposit is returned within 2-3 business days. The client assumes full responsibility for the conduct of persons attending the event and for any damage done to any part of CityPoint Loft. The client indemnifies and holds harmless CityPoint Loft, its employees, agents, officers, directors, representatives, contractors and consultants against any and all claims and liabilities in conjunction with the event or other liability due to personal injury or death, or damage to property arising out of or suffered through any act or omission by you, your employees, agents, representatives, contractors, consultants or guests in the connection with your use of City Point Loft.

Renter will be 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 Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner, partners, vendors against any and all legal actions which may arise from Renter's use of the venue.

Personal Items/Storage: With prior approval, we will accept packages and other deliveries for events that are occurring in the near future (no earlier than 24 hours before the event date/time). If you would like to have things delivered at City Point Loft earlier than the allotted timeframe, or if materials are left at City Point Loft for pick up any longer than 24 hours from the start of the first business day after the event, there will be \$50.00/a day storage fee. City Point Loft denies any responsibilities whatsoever in regards to lost, misplaced, stolen or otherwise missing personal goods, materials on premises. This applies to the client and any/all guests, visitors to the event/activity anywhere in our venue.

Disputes: Any disputes arising under this contract shall be adjudicated in the Owner’s local jurisdiction.

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

Please Note- If you hire an Event Coordinator and/or vendors, the renter is responsible and liable to make sure they abide by the rules and guidelines of this agreement.

Renter’s Signature, date	Owner’s or Representative’s Signature, date
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code
Contact No.#	
Email:	

Please email signed contract to Ideahl@citypointloft.com