

# 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. **\*\*Lounge Furniture available for rent please visit website for vendor information.**  
**\*\*\*See under equipment for AV needs.**

Please initial if needed:

\_\_\_\_\_ **additional hour (s) per hour rate will apply**

\_\_\_\_\_ **Wifi is available**

\_\_\_\_\_ **Coat Check Attendant is \$15 per hour**

→ ----- Security \$20 per hour, per person per 75 people (client must cover cost of security) \*\*\* required when liquor is served

→ -----Catering/Kitchen- Only licensed and insured caterers can cook and prepare food on premise.

→ -----Bar service needed. (Bar service must go through our Preferred Bartending Service or through CPL approved bartending services or caterers) Information is on website.

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

**Trash:** At the conclusion of the event, Renter/Caterer 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~~ \$450 per hour.

**Holiday Events:** For rentals during the holidays, they are subject to an additional fee of \$350 or more.

**Catering:** All events held at the City Point Loft must be catered by a licensed professional food handler. Our list of approved caterers may be provided, or you may select one independently, provided they meet City Point's requirements. **Caterers must submit a copy of their City of Chicago catering license, City of Chicago liquor license, proof of general liability insurance in the amount of \$2,000,000, and liquor liability insurance in the amount of \$2,000,000.** These should be on file with the Event Manager 30 days prior to your social function and three months prior to a wedding. Certificates of Insurance may be required for certain events. Coordination constraints may require that rentals be provided through City Point's preferred Rental Company.

**Alcoholic Beverages:** We do not allow the sale of alcohol or self-serving. All alcohol must be provided by a caterer possessing a liquor license or through our Preferred Bartending Services with bartender certificate and liquor liability insurance. Preferred vendor information can be found on our website. **All leftover beverages must be removed the day of the event.**

**Audio/Visual:** City Point Loft has a mounted LCD projector and full-service audio system. DJ's should not bring additional speakers. If your event requires the use of the projector, TV or DVD player, a member of our tech staff must be secured to operate the equipment. This ensures that any technical issues will be handled efficiently. To arrange a tech person on-site 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 so that we may show them the space in which they will be working. 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 and 30 days prior to wedding. Any overtime charges will be billed separately. All contracts must be signed and received at the time the deposit is given. Any damages incurred during the event will be billed to the client.

**Provision of Staff and Equipment:** CityPoint Loft provides use of kitchen facilities, stove/oven and microwave (with proper required credentials). All A/V equipment will be handled by approved CP staff and designated persons. The Renter is responsible 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 have great suggested 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. If any City Point's decor is 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 City Point Loft. The client indemnifies and holds harmless City Point 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.

**Coat Check:** Coat racks are available for coat check. Coat Check attendants can be secured for \$15.00 per hour.

**Additional Needs:** If your event requires additional event staff/coordinators, or support beyond what is contracted CP can assist with arranging assistance for an additional fee.

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

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

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:	

***Agreement can be emailed to [Ideahl@citypointloft.com](mailto:Ideahl@citypointloft.com).***