The Painted Pot Event Rental Agreement

*AGREEMENT*

This Event Rental Agreement with The Painted Pot, LLC, A “Terms and Conditions” (hereinafter “Agreement”), executed by the undersigned parties on this day of ,20 , constitutes an agreement for the rental and use of property managed by The Painted Pot, LLC (hereinafter “Owner”). Regarding the terms and conditions of use, the undersigned parties agree as follows:

*PARTIES*

The parties to this Agreement include the following: Owner:

The Painted Pot, LLC

Address: 3772 Monticello Plaza, St. Charles, MO 63304

 Phone: 636.300.4515 Email: thepaintedpotstl@yahoo.com

Renter:

Renter(s):

Phone: Alt Phone: Cell:

Email:

The above renters shall be referred to collectively hereinafter as Renter(s). Each of the renters are jointly and severally responsible for the obligations contained in this Agreement.

Credit Card Number:

 (Held on file, only to be charged if items/facility damaged or if balance due not paid in full. Customer will be notified before any charges are made. Information shredded when balance is paid in full)

Name on Card: Exp Date: / CVV: Zip Code:

*GENERAL RENTAL INFORMATION*

Date of Event: Type of Event:

Reservation Type: Public Reserved Seating -or- Exclusive Private Booking

Table plan: Standard Seating -or- Provided Catering with Standard Seating

Special request:

Venue Rental

Number of Guests Attending:

Renter(s) intend to serve alcohol? Yes No

Renter(s) are taking full responsibility for guest(s) alcohol consumption Initial:

Event Start time: Event End time:

3. ITEMS INCLUDED IN RENTAL

* The following items or services shall be included in the rental rate (check all that apply):
* Table and Seating for reserved number of guests
* Additional table setting for catering
* Art Project and all needed designer supplies (brushes, glaze/paints, designer materials and firing)

RENTAL RATES AND FEES.

Deposit - Reservation deposit is required in advance to successfully reserve the venue.

 The reservation deposit:

* $50.00 for event hosting 8 – 15 guests
* $100.00 for event hosting 16 – 25 guests
* $150.00 for event hosting 26+ guests

Public Rental – Fees charged per project per participating guests ; non-participating guest will observe an $8.00 studio fee. Rental includes a 2-hour reservation. Additional time available at $25.00 per 30 min.

Private Studio Rental - $300.00 per 2 hour rental plus the cost per project per participating guests ; non-participating guest will observe an $8.00 studio fee. Additional time available at $25.00 per 30 min.

Total Balance Due (not including tax) the date of event

 $ deposit “Balance Due” hereinabove is due on or before to successfully reserve the venue. The Balance Due amount excludes applicable If the event date is cancelled 30 days in advance 100% of the deposit is refundable executing this Agreement. Deposit becomes non-refundable within 30 of the scheduled date. Dates can be rescheduled two (2) weeks prior to the date of your event without loss of deposit.

*Overage Fees* A $25.00 fee will apply for every 15 minutes the event extends past the event end time without prior approval (To avoid additional charges we recommend that you allow 15 minutes for breakdown)b. Subject to the express prior approval and at the Owner’s sole discretion, use of the venue beyond the event end time in Section 2 hereinabove may be granted at the rate of $25.00 per 30 minutes. Each additional hour is billed as a whole hour regardless of actual minutes used.

*Cleaning & Repair Fees* Additional minimal charge of $65.00 will be applied for any repair or cleaning costs to restore venue, grounds, equipment or other property to the same condition prior to Renter(s) use of the venue and Owner’s property. All outside provided food, beverages and catering is to be fully discarded in proper receptacles.

*CANCELLATIONS* All cancellations must be made directly with Owner at least thirty (30) calendar days prior to the Event Date for 100% of the deposit refunded with stipulating no prior specialized arrangement have been made and executing this Agreement. Deposit becomes non-refundable within thirty (30) calendar days of the scheduled event. Dates can be rescheduled two (2) weeks prior to the