



Rental Agreement

Renter's Name: _____ Date of Rental: _____

Primary Telephone Number: _____ Start and End Time of Rental: _____

Billing Address: _____

Email: _____

This **Agreement** is made effective as of _____, by and between Downtown Mansfield, Inc., hereinafter referred to as **DMI** and _____, hereinafter referred to as **Renter**. By signing this Agreement, Renter agrees to adhere to the following requirements as outlined herein. Renter understands any and all additional fees that may be assessed if requirements as stated below are not met.

1. **Reservations:** Social on Main, located at 128 North Main Street, Mansfield, Ohio may be privately rented as space is available. **DMI** may refuse or reject any reservation inquiries or times for any legal reason. It is the duty of **Renter** to confirm reservation date and time is available and secured by **Renter**.

2. **Rental Fee:** See the attached fee schedule, which will determine total amount owed by **Renter** to **DMI**. Rental fee will include the agreed upon setup of **DMI** infrastructure as noted by **Renter** on attached diagram. Reservation is final upon payment of deposit and cleaning fee with **Renter's** credit card on file. **Renter** will be charged remaining balance due on the morning of rental. **Renter** must provide **DMI** a minimum 14 day email notice to extend event hours or amend **Agreement** to include use of linens. **Renter** will be charged \$100 per every half hour **Renter** exceeds agreed upon rental time as indicated above. All fees will be charged to **Renter's** credit card on file.

3. **Security Deposit:** **Renter** will pay **DMI** a \$100 security deposit to reserve Social on Main. **Renter** will forfeit \$100 security deposit if event is canceled less than 14 days prior to event date. Security deposit will be applied to total owed if space is returned undamaged. Any damages, caused by **Renter**, **Renter's** guests or **Renter's** agents will be charged to credit card on file once damages are assessed and determined.

4. **Alcohol:** Renter may serve (free of charge) alcoholic beverages to event guests of legal drinking age. If **Renter** is seeking to conduct on site sales of alcoholic beverages, **Renter** must provide the **DMI** Board of Directors with a completed but not submitted temporary liquor license applicable to the *State of Ohio Department of Liquor Control*, proof of **Renter's** exemption status as designated by the *Internal Revenue Service* and a complete list of **Renter's** Board of Directors, no less than 60 days prior to the event date. **DMI** Board of Directors will review all documents, if approved, **DMI** will return documents to **Renter** for submission to the *Ohio Department of Liquor Control* no less than 30 days prior to event date. If **DMI** Board of Directors does not approved **Renter's** documents as submitted, **DMI** will refund **Renters** deposit and terminate the **Agreement**.

5. **Food:** **Renter** may bring in any food and/or any non alcoholic beverages as needed for event. **DMI** will not be held responsible for any claim by the **Renter** or caterer if contracted by **Renter** for use of any equipment supplied. The **Renter** hereby indemnifies and holds **DMI** harmless for themselves, guests or agents for any liability related to serving food, food related injuries, illness or allergies.



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6. **Supervision: Renter** is responsible for the conduct of all guests, including minors during terms of the **Agreement**. Inappropriate or illegal conduct at the discretion of **DMI** or local law enforcement may cause immediate termination of event, ejection from premises and forfeiture of any and all rental payments. **DMI** reserves the right to deny access to any guest of **Renters** event if guest or **Renter** is visibly intoxicated or otherwise not in compliance with the **Agreement** as signed.

7. **Set Up: DMI** will provide **Renter** access to space as outlined in **Agreement**. **DMI** will setup tables and chairs as indicated by **Renter** on attached diagram, including empty trash receptacles and the use of any refrigeration units, linens or additional infrastructure as indicated within the **Agreement**. **DMI** will provide **Renter** with trash bags, paper towels, toilet paper and cleaning products for use during and as part of the tear down of event at no additional cost.

8. **Tear Down: Renter** understands that they will be charged an additional \$100 per half hour if tear down of event goes beyond event time as indicated in **Agreement**. **Renter** will be responsible for placing all trash as generated by **Renters** event into waste receptacles as provided. **Renter** is responsible for any and all items, including decorations, food service items and any other materials brought to event by **Renter** or **Renters** guests. **Renter** hereby indemnifies and holds **DMI** harmless for the loss, theft or destruction of any and all items **Renter** or **Renters** guests bring to event.

9. **Indemnification:** The **Renter** assumes all responsibility and liability for the safety and behavior of all guests. **Renter** hereby indemnifies and holds **DMI** harmless for any and all liability regarding the safety, behavior and injury to **Renter** or their guests during rental period.

10. **Exit Clause: DMI** or **Renter** may, by giving 45 days notice in advance to the **Renter** or **DMI**, exit from the **Agreement** and the **Agreement** shall stand as terminated on expiry of the 45 day of written advance notice. **DMI** will refund any and all funds **Renter** has submitted to **DMI**, including the security deposit and cleaning fee.

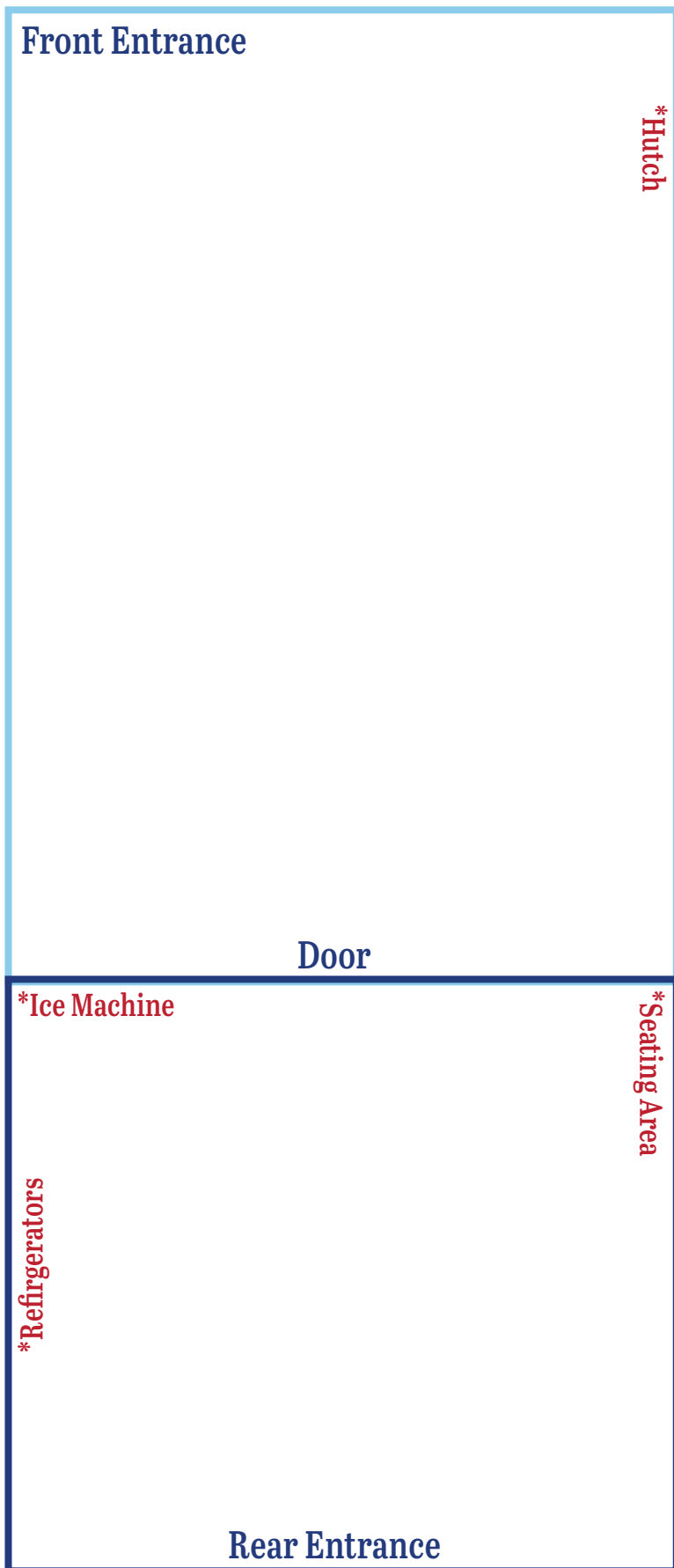
Fee Schedule: Rental will include event ready space as indicated by **Renter** within Agreement and on attached diagram, bathroom facilities, a minimum of two parking spaces and cleaning supplies/paper products as aforementioned. **Renter** understands that they will be responsible for all selected fees as indicated below and the total amount will be due at the end of the event.

\$300 for four hours: _____	Cleaning fee: <u> \$50 </u>
\$400 for six hours: _____	Security deposit: <u> \$100 </u>
\$500 for eight hours: _____	Rental fee, added hours and linens: _____
_____ linens at \$15.00 per linen: _____	Total charge morning of rental: _____





By signing this **Agreement**, I understand that my credit card on file will be charged for the total amount due on the morning of my event, and that my credit card on file will be charged \$100.00 per each half hour event exceeds agreed upon time as indicated in this **Agreement**. I also understand that my credit card on file will be charged for any and all assessed costs necessary if space is returned damaged, whether damages are caused by **Renter**, **Renter's** guests or **Renter's** agents.

Renter Signature: _____ Date: _____
 DMI Signature: _____ Date: _____
 CC Number: _____ Exp Date: _____ CVV: _____

Event Diagram



Please indicate on diagram the location and type of tables requested for event. Please use infrastructure key as indicated below.

-  6' rectangular table, 10 available seats 6 comfortably.
-  4' round table, 10 available seats 5 comfortably.
-  2' bar height table, 9 available.
-  Chairs, 50 available.

All items in red on diagram are fixed, and cannot be moved. Renter will have access to a minimum of two parking spaces, located to the right of the rear entrance.