



Rental Agreement (Page 1 of 2)

It is understood and agreed upon by the parties:

- 1) that the Convener purchase *special event liability insurance* privately naming Summer Street as co-insured in the amount of \$1,000,000. Copy to be provided to Summer Street 10 days in advance of the event; _____
- 2) That the Convener is responsible for any damages caused by any person attending or decorating the function. _____
- 3) That the time frame of the function must be followed as agreed (Subject to change given agreement by both parties); _____
- 4) That confirmation of number of meals and/or attendees is required 10 days prior to the date of the event; _____
- 5) That the number of meals (food services) ordered will be paid for regardless of the number of attendees; _____
- 6) That Summer Street reserves the right to dispose of any unused meals (food services) in any manner it deems fit; _____
- 7) That Summer Street reserves the right to cancel any function it deems will reflect poorly on the integrity of the organization; _____
- 8) That deposits are non-refundable in the case of cancellation by the Convener; _____
- 9) That Summer Street reserves the right to move the event to an alternate location within its facilities; _____
- 10) That the Convener exempts Summer Street from any and all claims and expenses presented by any person, firm or corporation for any loss or damages resulting from:
 - a. Labor dispute, flood, fire or act of god;
 - b. The conduct of any person attending the function;
 - c. The conduct of or management of the function by the Convener. _____
- 11) That the Convener agrees to the following payment schedule:
 - a. \$500.00 non-refundable deposit
 - b. Payment in full day of the event _____



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Pre-event Decorating

- c. Date _____,
- d. between the hours of _____ and _____;
- e. Contact _____

12) Bar Service

- a. Date _____,
- b. Between the hours of _____ and _____
- c. Corking fee _____

13) Special Requests

- a. _____

14) Security

Summer Street reserves the right to provide security when we deem fit. _____

15) All prices are subject to change_____

16) Bars that do not generate more than \$300 in sales will be charge a \$50.00 per bartender fee. _____

Date agreed to: _____

Date of Event: _____ from: _____ to _____

Convener: _____ Signature of Convener: _____

Address: _____

Tel number: _____ Email: _____

Credit Card # _____ Exp. Date: _____

Name on Card: _____ Signature: _____