



THE REFINERY

Event Rental Agreement

Name/Business/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____

Phone Number: _____

Email address: _____

Hours of Usage:

Event date: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Total Time: _____ hours

Event name: _____

Number of Expected Guests: _____

Terms and Conditions:

Payment Policy:

Renter agrees to pay the Refinery Business Center (The Refinery) a minimum facility usage fee of **\$150.00** for this event. This fee allows the Renter to use the space for up to two (2) hours; any hours exceeding this time will be charged to the Renter at **\$50/each additional hour**. Setup and cleanup time are to be included in the Total Time when charging the Renter for the usage of the space. Hours will be rounded up to the nearest half-hour when accounting for time usage (e.g. If the Renter uses the space for 2 hours and 45 minutes, the Renter will be billed for 3 Total Hours). This fee should be paid prior to the occurrence of the event.

- ⊗ **Security Deposit:** The Renter must pay a minimum security deposit of **\$200.00** prior to reserving the date and time of the event.

Decorations:

Decorations may not be fastened to any walls with thumb tacks, nails, or staples. Pushpins and masking tape are permitted but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or non-flammable holder. Immediately following the completion of the function, all decorations, trash, and other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, Renter must consult with The Refinery Staff. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair the facility and/or the Refinery's property will be the responsibility of the Renter.

Clean-up Responsibilities:

Clean-up is the Renter's responsibility. The Renter is expected to provide sufficient supervision to minimize spillage of food and beverages on the facility floors during the rental event. Any Renter leaving excessive trash on the Refinery premises is subject to additional charges. All or a portion of the security deposit will be withheld if the facility is not adequately cleaned, or if damage occurs. Renter must finish the clean-up no later than the time the Renter has identified as the ending time of his/her event. The Renter is responsible for the following cleaning duties:

- ⊗ All tables must be cleared of all items such as table linens, dishes, decorations, etc.
- ⊗ All trash must be placed in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the trash dumpsters located behind the building.
- ⊗ All decorations must be taken down and removed from the facility.

Miscellaneous Policies:

- ⊗ Live animals, except for service animals may not be brought onto the premises.
- ⊗ Renter and his/her guests are restricted to the rental area that they reserve.
- ⊗ The Refinery is not responsible for items left behind, before, during, or after an event.
- ⊗ The Refinery Staff may enter any of the rented premises at any time on any occasion.
- ⊗ The Refinery Staff reserves the right to take photographs of rental events for its own records and for use in the future.
- ⊗ Renter is responsible for making sure that the number of guests does not exceed the fire marshal stated amount.
- ⊗ In cases where Refinery property has been damaged or abused beyond normal wear, the Renter will be billed for all damage and additional clean-up.
- ⊗ When applicable, The Refinery requires adult chaperones and security for all youth activities.

Smoking Policy:

- ⊗ Smoking is not allowed inside or on any of the Refinery premises at any time.

Alcoholic Beverage Policy:

The Refinery shall abide by all laws of the State of Indiana concerning the use and serving of alcohol. Each Renter wishing to have alcohol at their event must abide by the following regulations regarding alcohol use in the Refinery facilities.

- ⊗ Alcoholic beverages may be consumed only if a caterer is providing the alcohol services or the Renter has a permit for the service of alcohol (including beer and wine).
- ⊗ In the case of monetary exchange for alcohol, a licensed caterer is required. Please note that the caterer's insurance only covers the alcoholic beverages, not the Refinery Business Center. The necessary licenses to serve or sell alcohol must be obtained by the Refinery. Any group who sells alcohol, or charges an admission fee and serves alcohol, must obtain a temporary liquor license from the State of Indiana Alcoholic Beverages Control Board. A copy of the license must be on file with The Refinery to allow for alcohol (including beer and wine) to be served on the premises.

Summary of Pertinent Indiana State Laws:

It is illegal to give, serve, or sell alcoholic beverages to any person under the age of twenty-one (21). This law applies to parents and other family members of minors.

- ⊗ Identification as evidence of age must be issued by a government agency (state or federal) (i.e. valid driver's license). Documents altered in any way are unacceptable.
- ⊗ It is illegal to serve or sell alcoholic beverages to an obviously intoxicated person.
- ⊗ It is illegal to be intoxicated in public.
- ⊗ It is illegal to drive under the influence of alcohol or with a blood alcohol level of .08% or higher.
- ⊗ One-day licensed alcohol servers/sellers must be 21 years of age or older.
- ⊗ Beverage servers/sellers have the right to refuse service/sale to anyone who appears to be intoxicated or under the age of 21.

Indemnification:

The Renter agrees to defend, indemnify, and hold harmless the Refinery Business Center and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by the Refinery Business Center or its employees, arising from the Renter's acts or omissions under this Agreement or any act or omission of the Renter's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of the Renter, except as may arise from the negligence or willful misconduct of the Refinery Business Center or its employees.

The Refinery Business Center will not be held responsible for any losses, damages, or injuries. This refers to any loss, damages, or injury to persons or possessions that may occur at any function held in this facility, from any cause whatsoever, prior to, during, or subsequent to the period covered by this contract. The Renter will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

Upon reading and reviewing the Event Rental Agreement, please sign and date below:

I, _____, acknowledge that I have read and agreed to all of the terms and conditions of this Event Rental Agreement.

Signature: _____ **Date:** _____

Acknowledged and agreed to by **The Refinery Business Center Staff:**

Signature: _____ **Date:** _____

