

Click Workspace Space Rental Agreement

Contacting Click Workspace:

Mailing address: 9 1/2 Market Street Northampton, MA 01060

Email: support@clickworkspace.org Voicemail: 413.570.0040

Normal Business Hours: 9:00 A.M. - 5:00 P.M., Monday – Friday

Terms of Agreement:

1. Available Spaces

- Click's Large Meeting Room (second floor, flexible layout with large conference or classroom setup), Small Meeting Rooms (basement, first floor, and second floor), and Event Space (first floor main room) are available for public rental. Additional spaces may be available for breakout sessions, kitchenette use, etc.

2. Deposits & Payment

- A deposit of 20% towards the rental fee is due upon reservation and is payable by cash, check, or credit card. Full payment is due if the reservation is made less than two (2) weeks prior to the rental date.
- The anticipated rental cost is provided on the following pages, and payment is due prior to the rental. Additional charges incurred during the rental (extra hours, etc.) will be invoiced to the Renter after the event.
- A security deposit may be required, which is payable by cash or check. The security deposit will be returned after Click staff determines that no damage has occurred and that any additional charges (extra hours, etc.) have been paid.

3. Building Access

- Use the front door only. The back door is restricted to emergency egress.
- If a Meeting Room is rented outside of Click's regular hours of operation, an off-hours administrative fee of \$20/hr. will be required to staff the building.
- Renter should welcome guests at the front door and direct them to the applicable meeting space. The Renter assumes responsibility for the conduct of all parties they allow in the building.
- The front door must remain closed and locked unless Click staff is present. The door may not be propped open at any time, as this circumvents Click's security system and allows in animals and inclement weather.

4. Setup & Cleanup

- The Renter agrees to assume responsibility for setup and cleanup of the space. All chairs, tables, etc. must be returned to their original locations after use. All trash must be collected and placed in the bins provided.
- A cleaning fee of approximately \$50 (varies) may be charged if the space requires extra cleanup after the Renter has departed.
- If use of the piano is required, Renter accepts responsibility for the proper use and care of the instrument during the event. Upon request and with two weeks' notice, Click can arrange for tuning of the piano by its technician at the Renter's expense.

5. Service of Alcoholic Beverages

- Serving alcohol at a public event requires procuring a short-term liquor license from the City of Northampton License Commission, which is limited to wine and malt beverages. With at least two months' notice, Click will apply for said license for your event, given that there are enough remaining in Click's annual allowance. The Commission's license fee (currently \$61, subject to change) will be applied to the Renter's charges.
- Alcohol must be served by TIPS or ServSafe certified servers, whose certifications must be provided to Click prior to application for the short-term liquor license.
- Alcoholic drinks may not be sold, only served.
- Procurement of alcohol is the responsibility and expense of the Renter.
- Click staff reserves the right to end the Renter's service of alcohol if they have concerns about the amount of alcohol being served to guests, the immediate potential for patron intoxication, and/or the potential service of alcohol to any persons under 21 years of age.

6. Terms & Cancellation

- Renters may not use any part of Click's facilities outside the terms of this agreement.
- If the Renter cancels the event with less than one week's notice, full payment of the rental estimate is due.
- Click Workspace retains the right to cancel this agreement at any time, and space is not guaranteed.

Renter Initials: _____

Business Name: _____

Representative: _____

Address: _____

City, State, Zip: _____

E-mail Address: _____

Phone Number: _____

EIN Number: _____

Purpose of Rental: _____

Date(s) Requested: _____

Space(s) Requested: _____

Additional Amenities (Kitchenette, Piano, Projector and/or Screen): _____

Serving Alcohol? Y / N If yes, provide server certification information as an attachment

RENTAL FEES:

Rental Fee: _____ **Cleaning Fee:** _____

Off-Hours Fee: _____ **Additional Amenities:** _____

Liquor License Fee: _____ **TOTAL:** _____

PAYMENT METHOD: **CASH** **CHECK** **CREDIT CARD** (pay via emailed invoice)

The undersigned Member (hereafter "you") agrees to the terms of the Space Rental Agreement. You hereby represent and warrant that you have all requisite legal power and authority to enter into and abide by the terms and conditions of this agreement and no further authorization or approval is necessary. You further represent and warrant that your participation or use of the Services will not conflict with or result in any breach of any license, contract, agreement or other instrument or obligation to which you are a party.

I hereby acknowledge that I have remained awake, read, and understood all of the terms and conditions contained in this agreement and further agree to be bound to the agreement regarding my participation in and use of the Services.

Renter Signature

Date

Accepted and Approved by Click Workspace, Inc.

Name

Date

Renter Initials: _____