

# Urban Oasis Bed and Breakfast and Event Space

## Facility Rental Request and Agreement

The Urban Oasis Bed and Breakfast is available for rental for meetings, weddings and other parties and events. The space includes the open space that comprises the living room dining area, kitchen as well as patio and gardens when weather permits. There is some gated parking and other parking on the street.

### Overview

The Urban Oasis's maximum capacity is 125 people for a stand-up event and 50 people for a sit-down meeting or dinner. We have some tables ( 3 six foot folding tables and one 8t farm table) that can be used for serving and buffet and additional tables and chairs for the event must be rented. We have had wonderful events with up to 125 people using the inside area only when the weather was bad.

Catering and bar service are allowed. A caterer or party planner must be hired who will be responsible for providing people and support to do the set up and clean up of the food and food service. If alcohol is served a trained person or persons must be provided to tend bar. Underage drinking is not permitted, and is the responsibility of the renter.

Set-Up. Access to the facilities for setting up, including Caterers set-up, will be during the hours stated on this rental agreement or as agreed to in advance. Renter is responsible for all set-up and break down. The Urban Oasis requires a written schedule for set up, event, and clean up.

Clean-Up. The premises must be left in the condition in which they were found at the beginning of the rental period. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities. Any catering areas used must be cleaned and left in the condition in which they were found. All trash must be removed from the building. All floors must be swept and/or vacuumed after use of space. Renter must immediately take care of any spillage. If renter is unable to remove spillage, the Urban Oasis retains the right to have the area professionally cleaned at the Renter's expense.

Ending. All events must be over and cleaned up completed by 12:00 p.m. All persons not staying here as guests must leave by that time.

Security Deposit. A deposit of \$500 is due at the time the application is approved and signed. The deposit will be held until after the event and returned if the event space is returned to its condition prior to the party. The entire rental fee is due at least one week before the event scheduled. The Urban Oasis will accept checks made payable to JC Knight Properties, Inc. All or some of the deposit may be retained to compensate for any damages or additional clean up costs attributable to the Renter.

Cancellation / Refund. If cancellation by either party is more than thirty (60) days before the scheduled use of the facilities, the security deposit will be returned. If Renter cancels less than 60 days prior to the event, a \$75 cancellation fee will be charged and the deposit will be forfeited.

Returned Checks. There will be a \$30 fee for any returned check.

Responsibility: The conduct of all participants and guests while at the Urban Oasis shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property or artwork at the Urban Oasis during the rental period, or resulting

therefrom. The Urban Oasis retains the right to evict objectionable persons from the premises or to call for security/police help if deemed necessary.

**Indemnity:** Renters shall release, indemnify, keep and save harmless JC Knight Properties, The Urban Oasis, Duane Solem and Judi Knight its agents, officers, employees, or members from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney’s fees.

**Damage.** Any damage to facilities or artwork during the rental period, or upon delivery/ pick-up / clean-up/ or resulting from any Caterer’s action will be the responsibility of the Renter. This includes damage to the walls, floors, fixtures, stereo, and artwork.

**Rental Fees.** Set up and clean up time must be calculated into the time the facility is needed. These fees are guidelines only and will be finalized according to the type of event and other considerations. For larger events the three guest rooms must be reserved by the Renter or their guests for two nights which adds approximately \$930.00 to the cost of the rental fee. For the larger weekend events , the set up time can be extended without an additional charge. Also Tables and Chairs and other rented supplies can be dropped off and picked up on the Friday before and the Monday after the event.

<b>Rate Categories</b>	<b>Mon-Fri 9am-3pm</b>	<b>Mon-Thu after 3pm</b>	<b>Fri (after 3)</b>	<b>Sat and Sun</b>
<b>Base Rate...</b>	\$500	\$800	\$1500	\$1500
<b>Block of time included in Base Rate...</b>	4 hours	6 hours	6 hours	6 hours
<b>Each Additional Hour...</b>	\$100	\$125	\$150	\$150
<b>Refundable security deposit...</b>	\$200	\$300	\$500	\$500

The Urban Oasis Bed and Breakfast and Event Space  
**Facility Rental Request and Agreement**

The Renter is applying to rent The Urban Oasis during the stated dates and times, in accordance with the terms of this rental contract. The space will be available to the renter during the times stated on the face of this contract only, therefore renter should include sufficient time for set up and cleanup. Rental fees are based on a block of time and are inclusive of the set up and clean up time.

Today's Date \_\_\_\_\_

Renter's Name \_\_\_\_\_ Organization \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Dates and times requested for use of the Urban Oasis:

Date \_\_\_\_\_ Hours \_\_\_\_\_

Describe your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many attendees were invited and how many are expected? \_\_\_\_\_

DO you have a caterer or event planner?

Yes Name of Caterer: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Not yet \_\_\_\_\_

\_\_\_\_\_

If catering is not required do to small size of the event ( 30people ), who will be providing food and/or alcoholic beverages and cleaning the space?

\_\_\_\_\_

By signing this request for rental facilities, the signee agrees to comply with the terms of this agreement. The Urban Oasis agrees to let the requestor know as soon as possible if their request has been granted and will then agree to make the Facility available to the requesting group at the time stated.

By signing this Application for Rental , the Renter acknowledges having read and understood the terms of this contract. If accepted all parties will meet at least 60 days before the event and the renter will submit all plans showing compliance with the above.

RENTER:

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Phone # \_\_\_\_\_

Date Signed \_\_\_\_\_

Urban Oasis representative: \_\_\_\_\_

Security deposit fee collected: \$ \_\_\_\_\_ date: \_\_\_\_\_

**Final Agreement**

By signing below the facility has accepted the proposal and the renter is agreeing to the contract as specified above.

RENTER:

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Phone # \_\_\_\_\_

Date Signed \_\_\_\_\_

Urban Oasis representative: \_\_\_\_\_

3 Rooms Rented by Renters Guests \$ \_\_\_\_\_

Rental fee \_\_\_\_\_ x \_\_\_\_\_ hours required for event: \$ \_\_\_\_\_

Total collected from Renter \$ \_\_\_\_\_

Urban Oasis representative: \_\_\_\_\_