

# Urban Oasis Bed and Breakfast/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 \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

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

Zip \_\_\_\_\_

Email \_\_\_\_\_

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

Phone \_\_\_\_\_

### **Dates and times requested for use of the Urban Oasis:**

Dates \_\_\_\_\_

Hours \_\_\_\_\_

Describe your event:

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How many attendees were invited?

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How many attendees are expected?

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Do you have a caterer or event planner for your event over 50 people?

Yes, Name of Caterer:

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Address \_\_\_\_\_

Phone \_\_\_\_\_

Yes, Name of Event Planner:

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Address \_\_\_\_\_

Phone \_\_\_\_\_

If catering is not required to do a small size event (50 people or less), who will be providing food and/or alcoholic beverages and cleaning the space?

Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## **Urban Oasis Facility RENTAL TERMS**

### **Availability and Parking**

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, and kitchen as well as patio and gardens when weather permits. There is some gated parking and other parking on the street.

### **Capacity**

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 (6 six foot folding tables, one 8 foot farm table and a 8 foot outside table) and some stackable chairs (25) that can be used for your event. Additional tables and chairs must be rented.

**Guest Rooms** In most cases, the fee to rent the Urban Oasis for an event must include the rental rate of all of the guest rooms which totals \$530 per night ( plus 8% tax) for the 3 guest rooms. You can have your guests stay in the rooms or not. If you will have guests stay, we will need to know who is staying in which rooms before the event.

**Catering and Bar Service** Catering and bar service are allowed to be provided by Renter with approval by the Urban Oasis. For larger events, a caterer, party planner or staff people, not part of the event, who will provide the staff and support needed before, during and after the event, must be hired by the renter and approved by owner. If alcohol is served, a bartender(s) must be provided or owner can provide. 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 a month prior to the event.

**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 or make an alternate plan approved by owner.
- The kitchen, bar and catering areas 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 clean up completed by 12:00 p.m. All persons not staying at the Urban Oasis as guests must leave by 11:00 pm. Guests must leave the common areas by 11:00 pm.

**Security Deposit** A security 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 event.

**Rental Payment** Upon signing the agreement, half of rental fee is due. The final half will be due two weeks before the event. 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 and Refund Policy:**

If cancellation by either party is more than sixty (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, the deposit will be forfeited.

**Cancellation Fee (60 days prior to event):** Security deposit will be forfeited by renter all other funds will be returned.

**Late Cancellation Fee (canceling 60 days up to 14 days before your event):** 50% the Original Rental Fees will be forfeited by renter. \$500 security deposit will be refunded.

**Last Minute Cancellation Fee (Cancellation or no show within 14 days of your event):** No refund issued. 100% of Original Rental Fees will be due. \$500 security deposit will be refunded.

**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 there from. 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 the actions of the Renter, guests or renter's staff 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.

## Urban Oasis Initial Facility RENTAL REQUEST

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 30 days before the event and the renter will submit all plans showing compliance with the above.

### RENTER:

Signature \_\_\_\_\_

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

Organization \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

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

### URBAN OASIS:

Signature \_\_\_\_\_

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

Security Deposit: \_\_\_\_\_

Payment Type & Date: \_\_\_\_\_

# Urban Oasis Facility FINAL RENTAL AGREEMENT

## Guest Rooms Booked by RENTER:

Amanda's Room, Michael's Room, Robyn's Room:

All three rooms @ \$530 per night

Dates: \_\_\_\_\_ Total # of Nights: \_\_\_\_\_

Guest Room Rental Fee: \$ \_\_\_\_\_

Guests names staying in Michael's Room:

\_\_\_\_\_

Guests names staying in Amanda's Room:

\_\_\_\_\_

Guests names staying in Robyn's Room:

\_\_\_\_\_

## Facility Rental:

Dates: \_\_\_\_\_

Total Rooms Rental Fee \$ \_\_\_\_\_

Total Facility Rental Fee \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Total DUE from Renter upon booking \$ \_\_\_\_\_

Remainder DUE from Renter two weeks prior to event \$ \_\_\_\_\_

**By signing the below FINAL RENTAL AGREEMENT for The Urban Oasis facility, the RENTER has accepted the proposal and the RENTER is agreeing to the contract as specified above.**

**RENTER:**

Signature \_\_\_\_\_

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

Organization \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

**URBAN OASIS:**

Signature \_\_\_\_\_

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

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