



Event Space Rental Agreement and Contract

Event Date	Set-Up Time	Event Start Time	Event End Time
Wrap Up/Leave Time	Number of Attendees	Single Event or	Multiple days/nights

Client(s)/ Corporation: _____

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

Contact Name: _____ 2nd Contact Name: _____

Primary Phone: _____ Secondary Phone: _____

Email address: _____

(WE ARE A NON-ALCOHOL ESTABLISHMENT. NO ALCOHOL ALLOWED ON THE PREMISES)

NOTES:

- "Wrap time" refers to the agreed upon time the booking party must have the event space returned to its original condition and ready to leave the space.
- Rental rates will be highlighted and acknowledged in separate documents (invoices) and may be calculated hourly, by half days, by whole days and/or a combination of the above.
- A signed contract and date-hold deposit in the amount of 50% of the costs associated with the event space rental must be received to reserve your date(s) and time(s).
- The **balance of your space rental fee is due on the day of your event PRIOR TO START of your event.**
- Miscellaneous costs, such as catering, furniture and equipment rentals are due before the start time of your event.
- Any additional costs that arise will be due within two (2) days of your event. **Payments should be made payable to THE VISTA.** Cash, check, CashApp (\$shopperskitchen), Venmo (@SHoppersKitchen), and debit/credit cards are accepted.

Controls in Place: ☐ Client is hiring Licensed Vendor/Catering Company

☐ Clients Employees/volunteers are serving

☐ The Vista to provide Servers

Please initial and date the following three pages

A CREDIT AUTHORIZATION FORM is located on the last page of this contract. **No refunds of the space rental fees are refunded 25 days prior to an event**, as your agreement to rent The Vista Event Space on this date may cause the loss of additional bookings or business. The Vista owned fixtures, furniture and technology pieces rented may be nonrefundable if event is canceled ten (10) days, or less, prior to your event date reservation. Reserved food and beverage catering, along with rentals outside of THE VISTA EVENT SPACE LLC are subject to your separate agreements and contracts and not from THE VISTA EVENT SPACE. Purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: _____ Date: _____

Acknowledged and Agreed by The Vista Event Space staff _____ Date: _____

EVENT CLASSIFICATION

Art Festivals/Show	Award Presentations	Banquets	Black Tie Events
Book Signings	Breakfasts	Bridal Showers	College Fairs
Comedy Shows	Craft Fairs/Shows	Dances	Dinners
Educational Seminars	Galas	Graduation Parties(no overnights)	Health Fairs
Job/Career Fairs	Luncheons	Meetings	Memorial Services
Parties	Receptions	Retreats: Corporate Retreat	Reunions
Silent Auctions	Speaking Engagements	Wedding Ceremonies/Receptions	Other

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping The Vista a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES A signed contract and date-hold 50% deposit of the costs associated with the event space rental must be received to reserve your date(s) and time(s). The balance of your space rental fee is due thirty (30) days prior to your event. Miscellaneous costs, such as catering, rentals, etc., are due prior to your event start date. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

A **Security deposit** of \$250 will be held and paid via credit card on file. The Security deposit is for incidentals, uncleaned event space per agreement and any damages that may arise from the rental of The Vista. This Security deposit will only be charged if necessary after your event is completed.

Contact/Renter Initials: _____ **Date:** _____

(WE ARE A NON-ALCOHOL ESTABLISHMENT)

NO ALCOHOL ALLOWED ON THE PREMISES

WAIVER OF LIABILITY Renter agrees to indemnify, defend and hold The Vista, its landlord, building owners, officers, employees, and agents harmless of and from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents at The Vista. In the event The Vista, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay The Vista, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by The Vista including all collection expenses and interest due.

Contact/Renter Initials: _____ **Date:** _____

CATERING STANDARDS Use of outside caterers is possible but may require a fee. Insurance/Credit Card—all caterers working at The Vista are required to have a valid certificate of insurance and a credit card on file with us. Kitchenette Policy— The Vista kitchenette is production space and is to be used for final food presentation, plating, and bussing only. An oven is provided only to keep foods warm. The Kitchenette is not to be used for cooking. Please note The Vista does not provide dishes, glassware, pots, pans, knives, or utensils in the Kitchenette. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to check lists either attached to this document or with The Vista/SHopper's Kitchen LLC team member. All trash, including sorted recyclables and properly sorted compostables, must be collected, properly bagged, and placed in trash cans or trash bins removed by the caterer or party renting the space. Failure to remove or clean will result in additional fees to the caterer and will be charged to the caterer's credit card or rental party on file.

We require you to obtain certificates of insurance from all third party vendors. These certificates should evidence \$1,000,000 of General Liability Insurance with an "A" rated carrier naming you and your client as additional insured.

If using an outside vendor/Caterer, please provide their contact information:

Name: _____ Phone: _____

Email: _____

Address: _____

Contact/Renter Initials: _____ **Date:** _____

CREDIT CARD AUTHORIZATION FORM

The Vista and SHOPPER'S KITCHEN LLC requires a credit card to be on file during the entirety of your event.

Please complete and sign this form to authorize The Vista (SHOPPER'S KITCHEN LLC) to make a debit(s) to your credit card listed below. **Once complete, please email to events@thevista.space**

By signing this form, you give The Vista (SHOPPER'S KITCHEN LLC) permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize The Vista/SHopper's Kitchen LLC to immediately charge my credit account a date- hold deposit of 50% of the costs associated with my event rental fee. I acknowledge date-hold deposits are non-refundable and if my event is within twenty- five (25) days of the submission of this form, I acknowledge The Vista and SHopper's Kitchen LLC will be executing withdrawal of 100% of the costs associated with the venue booking. This payment is for my event on _____ 20_____.

The space rental fees balance will also be charged to this card thirty (30) days prior to your event. Catering, equipment, furniture, and miscellaneous costs will be charged ten (10) days prior to your event. Any additional costs that arise after that date will be charged within two (2) days of your event.

___ Check here if you would like to use an alternative payment method (check, additional credit card, cash, Venmo, CashApp) for the space rental fees balance, bar costs, catering, equipment, furniture, and/or miscellaneous costs.

Your CashApp profile _\$_____ Your Venmo profile _@_____

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address: _____ Billing Phone: _____

City, State, Zip: _____ Email: _____

Signature: _____ Date: _____

Account Type: Visa MasterCard AmEx Discover

Cardholder Name _____ Account Number _____

Expiration Date _____ (DD/YY) CVV Number _____ (3-digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

I authorize The Vista (SHOPPER'S KITCHEN LLC) to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Contact/Renter Initials: _____ Date: _____