



The Venue on Main Rental Terms and Conditions Space Reservation:

Space may be guaranteed with a signed contract and non-refundable total amount paid.

Availability is on a first come, first serve basis.

Payment Schedule: 100% of the rental fee is due upon the signing of this contract.

VonM does not invoice. We take cash, checks and credit cards. However a credit card must be kept on file for cleaning fee if the space is not left cleaned.

Damage Deposit: Credit card information will be held on file and will be used to offset any overages or damages. If the Venue is not swept, counters wiped and trash taken out there will be a cleaning fee of \$250. In order to assess damages, if any, a walk-through will take place at the completion of each event load out/clean up. NO GLITTER, NO CANDLES, NO FEATHERS, NO SPARKLERS, NO CONFETTI AND NO SILLY STRING.

Event Duration: All functions and clean-up are to end at the contracted time. The building must be closed by 12 midnight. Exceptions may be made on a case basis.

Music: Excessively loud music is not permitted at VonM. Amplified sound must be kept at or below 90 decibels. There is an in-house system available for background music.

Alcohol Policy:

a. Lessee assumes any and all responsibility and liability for full compliance with all federal, state, and/or local laws, ordinances, and regulations pertaining to serving and consuming alcohol dispensed and/or consumed during an event held on the premises of VonM.

b. Lessee shall be responsible for obtaining any and all required licenses, permits, and insurance which authorize Lessee to legally serve alcohol on the premises and insurance adequate to protect and indemnify the Lessor under the terms of this Policy.

c. Lessee agrees to indemnify Lessor, and all of Lessor's employees and workers, harmless from and defend them against any and all liability and/or responsibility related to alcohol being or having been served or consumed on the premises, whether for events occurring on the immediate premises or elsewhere during or after an event.

Caterer Responsibility: Lessee is responsible for all actions of his or her caterer. Lessee will inform caterer of VonM rules and regulations for caterers set forth in this agreement. There is no food preparation permitted onsite.

Smoking: There is absolutely no smoking, vaping or hookah allowed inside the building of VonM. All butts and trash must be picked up. An extra cleaning charge will be imposed if cigarette butts are found anywhere in or around the facility.

Cleaning/Use of Materials: All used floor space must be swept reasonably clean. Should your event require cleaning over and above the standard service included in the rental fee, an additional cleaning fee of up to \$250 will be charged. Caterers should remove all trash from the facility and dispose of in the dumpster. NO GLITTER is allowed on any part of the premises. Sparklers and Candles MAY NOT be used in or around VonM as they are a fire/injury hazard. NO GLITTER, NO CANDLES, NO FEATHERS, NO SPARKLERS, NO CONFETTI AND NO SILLY STRING

Site Visits: Two (2) 30 minute site visits are included in the rental price. It is recommended the lessee brings all parties that would need to see the facility during these two visits, such as: event planner/coordinator, rental vendors, designers (sound, lights, flowers, etc.), entertainment, etc. If additional site visits are required, they must be scheduled in advance and will be billed at \$50/hour. Additionally there are 3D models of the space available on our website at VenueKennesaw.com

Security: VonM staff reserves the right to require extra security at your event. Off-duty officers may assist with lessee's security needs at \$35/hour. This requirement shall be met 30 days prior to the scheduled event; if not, this lease shall be deemed cancelled and all prepayments forfeited.

Marketing: Prospect lessees are prohibited from advertising and/or marketing an event without a signed rental agreement, damage deposit, and payment. When marketing an event in press releases, social media, promotions, ads, etc., facility must be listed as "VonM". The facility manager requires proofing rights on any promotional materials or social media that display The VonM logo.

Televised/recorded events: The name "VonM" must appear in the credits of any event filmed on site. Filming is not permitted without the expressed written consent of the property owner in advance.

Licenses: Lessees are responsible for obtaining licensing music, plays, movies, etc.

Special event coordination: All deliveries and pickups from vendors (flowers, decorations, catering, rentals such as china, silverware, special event equipment) must be coordinated with

the lessee. All deliveries and pickups must be planned within the hours of your rental. There is NO STORAGE at VonM. Items that are left behind will be disposed of. A disposal fee of \$100 will be charged. The staff reserves the right to charge a higher amount if a disposal service must be used. Please communicate with all vendors that items that are not picked up the same night of the event could face disposal.

Event set-up and break-down is the responsibility of the Lessee's professional service (for example: an event planner, event decorating service, caterers). The building and grounds must be left clean. All trash must be removed from the facility and placed in dumpster beside the building. Your rental time includes your set up and breakdown.

On site presence: A staff member of VonM will be on-site at the beginning and end of your event. The lessee, or a representative of the lessee, must remain at the facility until the event is over and all guests, rentals, equipment and/or property have been removed. The designated manager of the facility must pre-approve any exceptions to this policy.

Décor: Absolutely nothing is to be nailed, stapled, taped or otherwise affixed to the walls, doors, floors, or rafters in any area of VonM. Nothing may be hung, tied, or attached to existing lighting. On rare occasions, exceptions may be granted. Use of such materials would subject the Lessee to an up to \$100 damage fee.

Wedding rehearsal: With the rental of VonM for a wedding ceremony, we offer a complimentary one-hour rehearsal. The rehearsal is scheduled no more than two months prior to the wedding date and based on facility availability. Rehearsals that exceed one hour will incur overtime charges.

Audio/visual equipment: A sound system and speaker system is available for background music at no charge. Any additional audio/visual equipment must be rented from an outside source.

Candles: Only electronic candles are permitted on VonM property.

Children: All attendees under 18 must be under the supervision of adults at all times.

Please Initial each line

Sign and date on the bottom

_____ Your book time includes all of your set up and breakdown time. Please make sure to take out the garbage, wipe the counters and sweep the floors or you will be subjected to a \$250 cleaning fee. There is a dumpster in the back parking lot for your convenience.

_____ There is no space for food prep on premises.

_____ Please refrain from any tape or nails on the walls or you could be subjected to a repair fee of up to \$200. Additionally glitter, confetti, feathers, silly string and candles are not permitted.

_____ Your date is non-refundable. No exceptions.

_____ The venue space does have video surveillance.

_____ The sound system is available for background music. We have a wonderful list of DJs to refer you to if you need more than that.

_____ Please do not prop open the doors and either the front or the back. We have a fantastic HVAC system that is set to 68° but it's not good enough to air condition all of Kennesaw!

_____ Vendors for catering entertainment are available on our website at venuekennesaw.com

_____ The Wi-Fi password is TrustUs2847. To use the Stereo system you simply plug your aux cable in to our receiver and set it to SA CD/CD

Lessee _____

Date _____