

The VENUE ON MAIN EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Agreement made on \_\_\_\_\_, 20\_\_\_\_, by and between VonM and \_\_\_\_\_, referred to as "Client"

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Set-up starting at: \_\_\_\_\_ Event starting at: \_\_\_\_\_ Event ending at: \_\_\_\_\_

Clean-up ending at: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Number expected: \_\_\_\_\_

Client Name: \_\_\_\_\_,

Client Address : \_\_\_\_\_,

Client Phone: \_\_\_\_\_,

Client Email: \_\_\_\_\_.

1000 square feet space with seating for up to 50, accommodates 75 comfortably.

Due to the historical age and nature of our building and its architectural features, accessibility, decorations, events, and hours of operations will be handled on case by case bases.

All rental fees listed below are subject to change due to time of year, number of attendees, and hours of events. ·

A signed contract and the total fee is due on day of booking. ·

Cancellation: Full rental payment is non-refundable. If circumstances beyond the control of VonM force us to cancel your reservation, VonM will refund all sums paid.

Payments should be made to The Venue on Main. Cash, in state Checks and all major credit cards are accepted. A CREDIT CARD AUTHORIZATION FORM is located on the last page of this contract.

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Rates (All rental fees listed below are subject to change due to time of year, number of attendees, and hours of events, or at the discretion of VonM.

The Venue on Main unique downtown Kennesaw space boasts a cozy 1000 sq feet

Seats up to 50

Mingling up to 75

Weddings up to 40

**Rates:**

**Monday Thru Thursday**

\$50 per hour, no minimum

Up to 20 chairs and 2 tables included

Additional chairs \$2 each

Additional tables \$10 each

**Weekly Networking Meetings**

Early Morning Weekly Networking Meetings \$150 per month

Lunchtime Weekly Networking Meetings \$150 per month

Up to 20 chairs and 2 tables included

Additional chairs \$2 per chair per week

Additional tables \$10 per table per week

**Friday and Saturday Night**

4 hour block \$400 (beginning at 5pm)

Each additional hour \$100

Up to 20 chairs and 2 tables included

Additional chairs \$2 per chair

Additional tables \$10 per table

**Friday, Saturday & Sunday Day**

4 hour block \$400(must be completed and cleaned up by 5pm)

Each additional hour \$100

Up to 20 chairs and 2 tables included

Additional chairs \$2 per chair

Additional tables \$10 per table

RATE \_\_\_\_\_

TABLES \_\_\_\_\_

CHAIRS \_\_\_\_\_

TOTAL EVENT FEE: \_\_\_\_\_

PAYMENT METHOD CASH CHECK CHARGE

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_

CREDIT CARD AUTHORIZATION

By signing this form you give The Venue on Main 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 Venue on Main to immediately charge my credit account the total rental fee in the amount of \$ \_\_\_\_\_.

Note: ALL Rental fees are non-refundable.

This payment is for my event on (date) \_\_\_\_\_.

Billing Address: \_\_\_\_\_

Billing Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Account Type: Visa MasterCard AMEX Discover Cardholder

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

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_ (MM/YYYY) CVV2 Number: \_\_\_\_

(3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX) I authorize VonM 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 the 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that this date and time have been set aside specifically for our event and all rental fees are nonrefundable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_