



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 require a credit card and that credit card will be kept on file for cleaning fee if the space is not left clean or is damaged.

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. 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.

d. Absolutely NO ALCOHOL is permitted if anyone under the age of 21 is on premises. VonM reserves the right to require an of duty police officer at the lessee's expense (\$55 per hour)

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. All trash must be removed from the facility and disposed 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: Open times to visit the site are M,W,TH 8 to 12 and 2 to 6 Tuesday 2 to 6 and Friday 8 to 12. It is recommended the lessee brings all parties that would need to see the facility 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 \$55/hour with a 4 hour minimum. 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 behind 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.

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 sync your Bluetooth to C01-B30. The track lights must be on for music to work.

Lessee _____

Date _____

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: _____ Clean-up ending at: _____ 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. All major credit cards are accepted. Your card will be kept on file for damages /cleaning (if space not cleaned after event)

A CREDIT CARD AUTHORIZATION FORM is located on the last page of this contract.

Client Initials: _____ Date: _____

Rental Rates

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

Blocks provide exclusive use of the space
No Catering Requirements
BYOB

All Blocks include your tables, chairs and tablecloths

\$250	Monday to Thursday AM (9am to 5pm)
\$250	Monday to Thursday PM (6pm to midnight)
\$500	Friday AM (9am to 5pm)
\$500	Friday PM (6pm to midnight)
\$500	Saturday AM (9am to 5pm)
\$750	Saturday PM (6pm to midnight)
\$500	Sunday AM (9am to 5pm)
\$500	Sunday PM (6pm to midnight)

TOTAL RENTAL FEE _____

CREDIT CARD WILL REMAIN ON FILE FOR A CLEANING FEE IF THE SPACE IS NOT SWEEPED, COUNTERS WIPED DOWN AND TRASH TAKEN TO THE DUMPSTER. THE CLEANING FEE IS \$250.

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. I understand my card will be kept on file for any damages to the space as well as a cleaning fee if the space is not cleaned upon the end of the space rental.

Signature: _____

Date: _____

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