

## RENTAL AGREEMENT FOR PALLET23, LLC

ALL THE \_\_\_\_\_ & specs are determined by each events specs. This is just for your reference ~ official one is emailed with your event's details.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ ("Company/Client") voluntarily sign this agreement with Pallet23, LLC ("Pallet23"), in consideration for "Company's/Client's" rental of the space located at 3932 Spring Grove Ave, Cincinnati, OH 45223 ("Property") pursuant to the following terms:

Date(s) of Event: \_\_\_\_\_

Time frame event:

Arrival time \_\_\_\_\_ Departure/out time: \_\_\_\_\_ \*

Number of Guests: \_\_\_\_\_ \*\*

Event Space Rental Fee: \_\_\_\$ \_\_\_ + \_\_\_\$ security deposit\_ = \$ \_\_\_\_\_

~ 50% deposit & security deposit (deposit is non refundable) due by \_\_\_\_\_  
~ Balance due in full by \_\_\_\_\_ ( balance in nonrefundable if cancelled less than 7 days prior to event)

. Check or money order preferred. If paying by credit card a 3% transaction fee will be added & an electronic invoice will be emailed.

\* A fee of \_\_\_\$\_\_\_ per half hour beyond contract time will be imposed

\*\* If guest count increases by more than \_\_\_\_\_, additional rental fee of \$\_\_\_ per person will be imposed

\*\*\* Unless paying an additional fee for clean up, "Company/Clients" are expected to leave the space as it was found at the end of the event.

As to any and all liability for any injury or damages which may result during use of the Property: I, \_\_\_\_\_(company) hereby agree to forever hold harmless and indemnify Pallet23 (and it's employees, agents, officers, and representatives) from any and all liability for any injury and/or damages, expenses, claims, loss, to any person resulting from or in any way connected with the Company's use of the Property. I, \_\_\_\_\_, will take responsibility for my guests/am insured in the event that there is damage to Pallet23 and/or its contents. I also agree to pay all costs and expenses (including reasonable attorneys' fees) incurred by Pallet23 in the enforcement of this agreement reasonable attorneys' fees) incurred by Pallet23 in the enforcement of this agreement.

- ~ No pets/animals are permitted unless service animal
- ~ No tobacco products of **any kind** (includes Vaporizers)
- ~ No decorations with sparkles or glitter allowed
- ~ Candles are permitted as long as contained / no wax drips
- ~ No weapons or fire arms permitted

The courtyard in front is not a part of Pallet23 ~ please keep your guests off that space. Smoking is permitted behind building through black door (keep door shut behind any smokers) & there is an ashtray out back by request.

**RENTAL AGREEMENT FOR PALLET23, LLC**

I \_\_\_\_\_ understand that Pallet23 does not have a liquor license & has given me flexibility if I choose to serve alcoholic beverages. If I choose to bring in alcohol, it is free to my guests as part of the event and if anyone under the age of 21 is accidentally served, it is my responsibility. Any alcohol related injury/post event accident involving me (or my guests) is my responsibility and I hold Pallet23 harmless (same as above specifics). I will not sell alcohol without securing a temporary F2 license and filing with the State of Ohio (Non profit organizations). I (&/or caterer/whoever handles the food) has read the catering guide & agrees to the terms & conditions.

This Agreement is intended to be as broad and inclusive as is permitted by laws of the State of Ohio and that if any portion of the Agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

**THIS AGREEMENT IS AN EXPRESS CONTRACTUAL ASSUMPTION OF ALL RISKS AND A HOLD HARMLESS - INDEMNITY AGREEMENT FOR ALL THIRD PARTY CLAIMS.**

\_\_\_\_\_  
Signature (Company Representative)

\_\_\_\_\_  
Signature (Pallet23 Rep.)

\_\_\_\_\_  
\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Full Billing Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Print Date

## RENTAL AGREEMENT FOR PALLET23, LLC

**PLEASE READ THE CLEAN UP CHECKLIST & initial at the bottom that you agree to the terms.**

**A hard copy will be waiting for you to fill out/sign on day of your event.**

Unless you chosen to pay the clean up fee, the space should be left as you found it.

\*\* If all of the below is not completed, a clean up fee (\$250-500 depending on condition) will be deducted from your security deposit or invoiced & due next business day via credit card.

**TAKE A PICTURE OF THE SPACE UPON ARRIVAL. The space should look the same as it was found.**

\_\_\_ Wipe down any food/drink from table surfaces and/or chairs before putting away

\_\_\_ Return any items used/borrowed from Pallet23 to original place found.

**\*No items are to be used out of kitchen cabinets or any furniture in green room/lobby moved without permission/approval from Pallet23\***

\_\_\_ If kitchen and/or utility sink was used, wipe down surfaces & sink ~ make sure no food residue

\_\_\_ Sweep floors & pick up any debris (especially food crumbs). Wet mop any liquid spills.

\_\_\_ Bathrooms ~ garbage out, any obvious messes (toilet/floor/sink) wiped up

\_\_\_ If Freezer/Refrigerator were used – any items must be removed & any spills wiped up

\_\_\_ All trash put in garbage bags & tied up. Trash & recycling should be placed in appropriate bins outside through back door (bins are just around the corner on the left). \*DO NOT USE HEALTH DEPT.'S DUMPSTER\*

\_\_\_ If messes/liquid in interior trash cans or recycling bins, rinse out in utility room & leave draining

\_\_\_ Any excessive trash (beyond the 6 regular garbage bags provided) may need to be disposed of by renter. Pallet23 encourages recycling. Any leftover food (excessive amounts, catering) needs to be transported off site (typically caterer does this).

\_\_\_ If smokers littered cigarette butts on frint walkway or in back area, please dispose of

\_\_\_ Any rental items from outside vendor (tables & chairs, etc) broken down and picked up directly following your event (unless OK'd by Pallet23 to leave ~ then neatly stacked by back door).

## RENTAL AGREEMENT FOR PALLET23, LLC

**IF NO PALLET23 REP is on site to help close up** (Regular/Returning Clients of Pallet23)

Additional lock up check list:

\_\_\_ IMMEDIATELY AT END TIME OF EVENT TIME (before load out starts) adjust **all 3** thermostats to 55 degrees (Heat/winter), 85 degrees (AC/summer)

\_\_\_ Make sure that kit items are back in their places

\_\_\_ Close all curtains **tightly** shut.

\_\_\_ Check all doors ~ back door, garage door, kitchen doors, front & back windows. Make sure they are all secure ~ even if you did not use them, one of your vendors or guests may have.

\_\_\_ Turn off all lights (including wall sign in foyer if used). The emergency lights in bathroom hallway stay on at all times.

\_\_\_ Leave door key on kitchen island (if you were given key for early access) & make sure front door is locked behind you. If Pallet23 is buzzing you in & out remotely, text before walking out. Pallet23 will open APP/video system & once sees you at front door, will lock door (listen for click). Tug to make sure it locked behind you.

\_\_\_ If clients used AC Delco lot, double check that they closed/secured the gate

I agree to the above terms and agree to pay the penalty if not completed

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**