

Private Event Rental Contract for The Henry Miller Memorial Library

This contract is made this day _____ by and between _____, here-after referred to as the Renter, and The Henry Miller Memorial Library Inc. hereafter referred to as the Owner.

Whereas, the Renter desires to temporarily rent, occupy, for a maximum of 2 hours and no more than 30 persons, and make use of the Owner's venue, located in Big Sur and known as The Henry Miller Memorial Library, and

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments (see notes below) and covenants herein enumerated; Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay to the Owner the sum of \$600.00 as a non-refundable booking fee that will be applied to rental charges upon final settlement of accounts and that will serve as confirmation for date of rental.

The Rental shall have 'rental time' of the venue from ____ on ____ to ____ on ____ for the purpose of hosting the Renter's event.

3. The full rental fee for the use of the venue shall be \$ 2000 for up to 30 guests. The balance of the rental fee due, \$1400.00 shall be payable to the Owner three weeks prior to the Rental date. If you like to stay for more than two hours the additional fee is \$400 for each extra hour begun.

4. Renter shall remove all personal property, trash, and other items that were not present in the venue when the Renter took control of it.

5. In the event that the renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 10% per year until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

6. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue. This includes any and all issues involving transportation to and from the venue including parking.

7. Proof of insurance (\$1,000,000 liability) is required. Please contact a qualified insurance company for the insurance. Use insurance company certificate of insurance form. The Henry Miller Memorial Library must be named as added insured. If alcohol is served at the event a liquor endorsement of \$1,000,000.00 must also be added to the form. Your proof of insurance must have this special endorsement on the contract: HENRY MILLER MEMORIAL LIBRARY, A NON PROFIT ORGANIZATION, ITS OFFICERS, AGENTS, EMPLOYEES AND SERVANTS ARE INCLUDED AS ADDITIONAL INSURED, BUT ONLY WITH RESPECT TO WORK PERFORMED IN SUPPORT OF THE _____ EVENT.

8. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction. In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signature below.

Both parties whose signatures appear below hereby warrant that they are fully authorized and entitled to enter into this agreement, and do so agree on the dates written below by affixing their signatures below.

Renter's Signature, date

Owner's Signature, date

Printed Name

Contact: Email

Phone

Service: A minimum of one Library staff person will be available to help during the day. Prior to the event the Library grounds will get special attention. Two bathrooms are available.

A sound system will be available for you to use – including an 12 channel mixer, 2 powered QSC speakers, iPod inputs, microphones for speakers and ceremony, etc.

On site we have five foot round banquet tables, as well as other assorted tables for you to use.

Please e-mail or call 831-667-2574 with any questions.