



# Room Rental Agreement

Name of Responsible Party: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Event name: \_\_\_\_\_ Event date(s): \_\_\_\_\_  
 Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

**Rental fee of \$\_\_\_\_\_ is due at the time of reservation. A security deposit of \$50 is required** and will be held as indicated in the terms following. Cash, Check, Credit Card (add 3%), and PayPal (add 3%) are accepted.

Credit card \_\_\_\_\_ exp \_\_\_\_/\_\_\_\_ CVC \_\_\_\_\_

Amenities are listed below. Please check (✓) all that you would like available for your event:

- |   |  |
|---|--|
| <input type="checkbox"/> Refrigerator   | <input type="checkbox"/> Wireless High Speed Internet  |
| <input type="checkbox"/> Microwave  | <input type="checkbox"/> Laptop Television Hookups     |
| <input type="checkbox"/> Electric Teapot/Coffee Pot   | <input type="checkbox"/> Laptop Speakers               |
| <input type="checkbox"/> Sink (single basin)  | <input type="checkbox"/> Parking for up to 20 Vehicles |
| <input type="checkbox"/> Number of chairs (30 available) _____  |  |
| <input type="checkbox"/> Tables: Two 8' tables _____ Three 6' tables _____ Four 4' tables _____ Two card tables _____ |  |

For the best event pre-planning and production, please provide a general description of your event:

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## CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below, initialing each page as you go, to make sure all parties understand the requirements of providing for everyone's safety and keeping *Itty Bitty Musik* a well-maintained and safe location for future use. This contract is binding for the entire rental period as specified above.

**RENTAL FEES:** The cost for room rental is \$20 per hour, which includes the time you need to set up and clean up, payable to *Itty Bitty Musik* prior to the start of the event. A security deposit check, along with the signed agreement, is required to reserve the date and space. Additional payment may be made by cash, check or major credit card. No event will be allowed to commence until full payment is received or an agreement has been reached.

Initial: \_\_\_\_\_ 1

**SECURITY DEPOSIT AND DAMAGE(S):** A security deposit check of \$50.00 made payable to *Itty Bitty Musik* or an accurate credit card number must be filled in the space provided above to secure the date and space. Credit card charges will not be made and checks will NOT be deposited and will be destroyed following the rental period, **provided the premises are maintained and left in the same condition as when rented and satisfactory to *Itty Bitty Musik* management.** However, any cleaning or repairs deemed necessary beyond normal use (i.e. paint damage, wall gouges, carpet shampooing) will be charged and deducted from the security deposit.

**CAPACITY:** The maximum capacity of *Itty Bitty Musik* is 50 people. Renter agrees not to exceed this limit.

**SITE DECORATION:** *Itty Bitty Musik* wants to make every guest feel welcome and every event a special experience. Therefore every effort will be made to allow Renter to prepare decorations reflecting their creative requirements. We ask that only *Itty Bitty Musik* staff rearrange and move any furnishings, including artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items should be used on our walls or fine wood. Any tape or gummed backing materials must be properly removed and any wall damage will be deducted from the deposit. No glitter or foil confetti is allowed on site; but paper confetti may be used.

**CONDUCT:** There is absolutely no drug use or smoking/vaping/e-cigarette of any kind tolerated on premises or within 25 feet of the building; including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks, threats, or actual violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly is at the sole discretion of the management of *Itty Bitty Musik* and shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made. *Itty Bitty Musik* reserves the right to refuse the use of our event space to any individual.

**NOISE:** Renter acknowledges that the premises are located near residential units and businesses, and therefore agrees to control the noise level at the event such that it does not cause a disturbance. In the event that Renter's event creates a disturbance due to high noise volume, Renter shall immediately reduce the volume. If repeated disturbances are created, at *Itty Bitty Musik's* discretion, Renter may be expelled from the premises. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to Renter.

**LOST AND FOUND:** *Itty Bitty Musik* bears no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 60 days. Every attempt will be made to return any recovered item to its rightful owner. Please contact *Itty Bitty Musik* during normal business hours to inquire about lost items.

**CANCELLATION:** More than 10 days prior to event: 100% of security deposit will be refunded. With cancellation less than 10 days prior to event, SECURITY DEPOSIT WILL NOT BE REFUNDED.

**CATERING, CLEANING, TRASH AND EQUIPMENT REMOVAL:** *Itty Bitty Musik* will be in a clean condition prior to your event. The Renter may not use open flame, frying, or any type cooking that will create a large amount

of smoke, as our facility is not ventilated. Crock pots, warming plates, toasters, or toaster ovens may be used. At the end of your time, you are required to return the space to the same clean condition in which it was found; if you do not clean, cleaning fees may be deducted from your deposit.

**ALCOHOL USE:** Providing that you do NOT charge for admission to your event and no admission tickets are sold, the Renter may provide "soft alcohol" (beer and/or wine) to guests **OVER THE AGE of 21 years**. Neither the Renter, hosts, nor any member of the event is allowed to charge guests for alcohol at the event, without a license to sell alcohol at the location. Thus you cannot charge an entrance fee to your guests. **The Renter assumes all liability for its guests. Serve responsibly.**

**LIABILITY:** Renter agrees to indemnify, defend, and hold *Itty Bitty Musik*, its landlord, building owners and employees harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by Renter of *Itty Bitty Musik*. In the event *Itty Bitty Musik*, its landlord, building owners, and/or employees are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay *Itty Bitty Musik* all reasonable attorney fees, court fees, and costs of suit incurred by *Itty Bitty Musik* including all collection expenses and interest due.

**CITY, COUNTY, STATE AND FEDERAL LAWS:** Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug-free and non-smoking/vaping/e-cigarette facility at all times with NO EXCEPTIONS.

**ENTRY AND EXIT:** Renter agrees that *Itty Bitty Musik* staff may enter and exit premises during the course of the event. A representative of *Itty Bitty Musik* will be on-site during the start of your event and may be checking periodically with the responsible parties to insure everything is running smoothly. We will also be present at the end of the event and will be available for questions or to respond to needs or issues that may have arisen at any time.

**PROMOTIONS AND COPYRIGHT:** A representative of *Itty Bitty Musik* and/or promotional materials and signs may be present at the start of all events, and any questions about the space, its contents or about our upcoming events can be directed to that representative.

**We agree to the terms and conditions as stated above, we have received a copy of this agreement.**

**Renter:** \_\_\_\_\_

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

**On behalf of Itty Bitty Musik:** \_\_\_\_\_

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