

# Event Space Rental Agreement

This Event Space Rental Agreement (“Agreement”) is made between:

**Venue:** Legacy Dance Center

**Renter (Responsible Party):** \_\_\_\_\_

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

**Event Time(s):** \_\_\_\_\_

By signing this agreement, the Renter agrees to the following terms and conditions:

Please Initial All Blanks

## 1. Liability \_\_\_\_\_

- The Renter assumes **full responsibility and liability** for all guests, vendors, and activities during the rental period.
- The Venue is not responsible for accidents, injuries, theft, or damage to personal property.
- The Renter agrees to hold harmless and indemnify the Venue, its owners, and staff from any claims arising out of the use of the facility.

## 2. Rental Fees & Deposit \_\_\_\_\_

- Rental Fee: \_\_\_\_\_ (Full Amount Due.)
- Deposit: \_\_\_\_\_ (Half of full Amount Due Non-Refundable, due at booking to secure date)
- Balance: \_\_\_\_\_ (Due in full by Thursday Before Event)

## 3. Venue Rules & Responsibilities \_\_\_\_\_

The Renter agrees to the following:

- **Entry and Exit**
  - You will be given a one-time access code for entry to the building through dance express!
  - Please let us know the day before the time you plan to arrive (We will disarm the Alarm for you) (828)734-9757
  - When exiting, make sure all doors are locked then exit through Dance Express Door (Text 828-734-9757 when you are finished)

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- **Cleanup:**
  - Sweep floors with a push broom provided and clean up any spills.
  - Place all trash in the provided dumpster.
  - Return all tables and chairs to their designated storage areas.
- **Heating & Cooling Systems:**
  - Reset thermostats after the event:
    - **May – Nov.:** AC set to 72°F
    - **Dec. – Apr.:** Heat set to 65°F
  - Do not alter or tamper with the HVAC system. Additional charges may apply if systems are damaged or settings are not restored.
- **Decorations & Usage:**
  - No nails, screws, or permanent adhesives on walls, floors, or ceilings.
  - Renter is responsible for any damage caused by decorations, vendors, or guests.
- **Occupancy & Conduct:**
  - Children must be supervised at all times.
  - No illegal activities are permitted on the premises.
- **Property Damage:**
  - Any damage to the facility, equipment, or property will be billed to the Renter.

#### 4. Cancellations \_\_\_\_\_

- The initial deposit is **non-refundable**.
- Cancellations must be made by email before the final Payment is made.

#### 5. Termination of Event \_\_\_\_\_

The Venue reserves the right to terminate any event, without refund, if the Renter or guests:

- Violate any terms of this Agreement,
- Engage in unsafe, illegal, or disruptive behavior, or
- Cause damage or threaten the safety of others.

#### 6. Agreement \_\_\_\_\_

By signing below, the Renter acknowledges that they have read, understood, and agree to all terms and conditions outlined in this Agreement.

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Venue Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_