



A Gathering Place would like to thank you for choosing our event space for your upcoming special event. Below is information regarding our facility as well as specifics regarding your rental. Please read and digitally sign this agreement form, as well as upload a valid photo ID.

### **General Rental Information**

**Rental Hours** - You the Renter, will have the use of the event space for either hourly, ½ day or whole day rentals depending on your needs. The Renter will be provided with an access code that is programmed for your rental day and time during the specified rental time. All Set-up and Take-down must take place within the rented time frame. We will not grant access prior to or after your event. The Renter is required to vacate the space within the rented time frame allotment allowing for cleaning and preparation for the next guests. The keypad is located to the left on the wall by the front entrance door.

### **Event Space Amenities**

**Property** – Rental package includes the use of the 1200 square foot event space, tables (12- 6-foot black rectangular tables), chairs (50 black folding metal chairs) for use INSIDE during your event.

**Restroom** – There is one restroom available inside of the venue for the use of you and your guests.

**Kitchen Area** – A Gathering Place does not have a full kitchen, however, there is a standard 19 cubic foot refrigerator (NO FREEZER) for cold food storage. There is also a sink for running water (not for drinking). We also provide a microwave for your use during your event.

**Food**- You are responsible for providing any catering services needed for your guests. We DO ALLOW food truck vendors!

**NO Drugs of ANY kind are allowed on the premises!!**

**Alcohol is also not permitted at any time in any way unless prior permits have been obtained from the STATE OF WV ABC Commission. Permits will need to be applied for 90 days prior to the event and the cost will be an additional \$400 to cover permits, and required A Gathering Place employee to be available for the duration of your reservation.**

At no time is the Renter allowed to sublet A Gathering Place to any other person/business. The event space is for the Renter and their guests only.

NO PETS of any nature unless a registered ADA Service Animal. No Emotional Support Animals are permitted inside A Gathering Place.

No loud or disruptive behavior permitted on the premises at any time. If local law enforcement is needed to respond to A Gathering Place for Renter or Renters Guests that is an automatic revocation of the Security Deposit being returned.

The thermostat temperature will be preset and not accessible to be changed. During Summer Months the temperature will be set to 71 degrees. During the WINTER months the temperature will be set to 69 degrees. Any requests in changing the temperature during your event will need to be discussed with A Gathering Place PRIOR to the day of your reservation.

### **Deposit & Payment Procedures**

- **Booking Deposit/Security Deposit:**

The TOTAL rental fee is required on the day you book your event, and this date is being reserved just for you. If you cancel your event, your deposit is Non-refundable and will be forfeited.

We will not change, or transfer dates once booked, and the non-refundable deposit has been paid. Dates can only be changed (unless done due to a forced closure beyond their control) if a new non-refundable deposit is paid to secure the new date. Dates are subject to availability.

Payments can be made with credit cards, debit card or with Afterpay. Note that use of a credit card or debit card online will incur a 3% merchant fee to the total payment. In the event of any refund situations (those mentioned in this document), the payment will be returned to the original method of payment. Please note that merchant fees are not included in the refund and are forfeited.

The Security Deposit will also be collected as part of your rental agreement in the amount of One Hundred and twenty-Five dollars (\$125). This amount is held by A Gathering Place until the final inspection of the venue following the Renters event. The Renter is responsible for any damage to the venue and property that may have been caused by the Renter and /or the Renters guests and vendors. Renters are required to adhere to Policies & Procedures associated with A Gathering Place and are required to ensure their guests and vendors honor them as well. The Renter is ultimately responsible for any damage incurred. The Renter is within his/her rights to seek redress for damage charges caused by Renters guests and vendors. Staff, as part of their responsibilities, are to inspect A Gathering Place to ensure that all procedures

required by the Renter have been adhered to as well for any damage to the property. This inspection is done immediately following the Event or Within forty-eight (48) hours of the conclusion of the Event. If staff find that damage or loss has occurred, staff will contact Renter to make them aware as well as provide an itemized list for Renter. Note, staff will make reasonable best efforts to minimize repair costs for damage. However, Renter will be responsible for replacement and/or repairs Costs. If the damage or loss exceeds the security deposit amount, the Renter will be required to make payment within seven (7) days of notice given. If A Gathering Place is determined to be in satisfactory condition after the scheduled Event and Free of any damage and / or loss the full security deposit amount of One Hundred Twenty-Five (\$125) minus any applicable 3% merchant fee, or discounts that were used at booking. The deposit will be refunded to the Renter via the method of payment used during booking. Depending on the method of payment, refund times may vary.

If you cancel your reservation 30+ days prior to your reservation date that is noted in this Rental Agreement you will be refunded the Security Deposit Fee of \$125.00. The rental fee that was paid on the day of booking will not be refunded. If the reservation cancellation is less than 30 days to the event date scheduled all monies paid (rental fee, and security deposit \$125.00) will be forfeited.

Choosing a date & time for your event and paying for that specified date & time is considered a reservation. However, if the signed contract & Drivers License/Photo ID are not sent at least 7 days prior to the event, all money paid including the security deposit will be forfeited & the day that was chosen will become available again

If you have not vacated A Gathering Place at the end time that you reserved, you will be forfeiting your security deposit as well. This is to ensure time for the cleaning company to come in and sanitize and restock the venue prior to the next event coming in.

If the keys are not put back in the lock box at the conclusion of your event, your security deposit will also be forfeited.

***INCLEMENT WEATER OR OTHER FORCED CLOSURE*** -We do not refund or reschedule reservations due to weather-related situations, unless we are deemed in a state of emergency or unless A Gathering Place determines that a closure decision is necessary out of extreme caution or access to A Gathering Place is Compromised. If there is a forced closure/cancellation beyond the control of A Gathering Place, the Renter will be contacted as soon as possible to discuss options for a reschedule or refund.

#### Your RESPONSIBILITIES AS THE RENTER AND VENUE PROCEDURES

- On The day or your rental, if you experience any issues with accessing A Gathering Place, or for any other issues during your reservation time please contact our staff at 304-261-1827 IMMEDIATELY. DO NOT WAIT UNTIL THE CONCLUSION OF YOUR EVENT TO NOTIFY US OF ISSUES

- Any items rented from outside vendors can only be delivered during your rental time and must be received by a member of your party. We do not have staff on site who are able to receive or sign for items on your behalf. All items you have rented from vendors must be removed from the premises by the allotted time on your Agreement. We are not able to store or be responsible for any items from your event.
- The Renter is responsible for the setting up of tables and chairs
- The Renter may NOT use nails, tacks, screws, screw hooks, staples (or any other product that is permanent or damaging) in any area of A Gathering Place when decorating. There is eye hooks provided in multiple locations throughout the space for your use. Do not tie, tape, hang any decorations on the outside of the venue space. Doing so could/will cause your security deposit to be forfeited.
- Remove all decorations that are not being kept by the Renter and put them into trash bags and dispose of them along with all other trash from your EVENT. Trash is to be removed from inside of the event space and taken around to the side of the building and put into the Large Black trash container attached to the fence.
- The Renter is responsible for cleaning off tables and chairs at the end of your Event.
- Remove all food from the refrigerator at the conclusion of the Event
- Bathrooms are cleaned by our staff; however it is the Renters' responsibility to inspect and ensure that there is no excessive mess made by the Renter or the Renters guests.
- Additional cleaning costs for labor will be charged against the security deposit if A Gathering Place is left in an unsanitary condition, or if excessive cleaning is required.
- There is NO SMOKING inside of the venue or within 25 feet of the front door. Please dispose of cigarette trash in the appropriate provided receptacle.
- Lock and secure all doors upon leaving. Be sure to place the door key in the lock box prior to leaving the premises.
- Turn off all lights upon leaving

**“EXTRAS” that we provide**

- Coffee Bar with Keurig, sugar, Splenda, K-Cups, and creamer
- Water Cooler
- Microwave
- Crock Pot
- Highchair
- Assorted Wooden Montessori Toys for the kids

- Kitchen Utensils (NO silverware, cups, plates, or bowls)
- Baby Changing Station
- Contactless Entry

Name of Renter: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Exp. \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Morning/Mid-Afternoon \_\_\_\_

Late Afternoon/Evening \_\_\_\_

Whole Day \_\_\_\_

Hourly (Weekday Rental ONLY) \_\_\_\_

Amount of Rental \_\_\_\_\_

Discount \_\_\_\_\_

Total of Rental \_\_\_\_\_

50% of Rental Fee \_\_\_\_\_

**Security Deposit \$125.00**

Amount Due to Reserve \_\_\_\_\_

Amount Paid \_\_\_\_\_

\_\_\_\_\_ Credit Card

\_\_\_\_\_ Cash

\_\_\_\_\_ AfterPay

I also understand that this payment is for the date that I have chosen above. If for any reason I decided not to hold the event, or if I want to change the date of the event, my payment will also be forfeited.

I agree that I have read and agree to adhere to the above policies/procedures on this contract. I know that by signing this contract I am solely responsible for myself and any guests that attend my event. I will be held responsible for any damage to the property during my reservation date & time.

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