



EVENT SPACE RENTAL AGREEMENT

This Event Space Rental Agreement is entered into as of _____ by and between:

VENUE/HOST:

The Center at RISE
11828 Lackland Rd, St. Louis, MO, 63146
Contact: David Sullivan, Culinary Manager
david.sullivan@riseservicesinc.org

RENTER/CLIENT

Name: _____
Address: _____
Phone: _____
Email: _____

Collectively, the "Parties."

1) Event Details

Event Name/Type: _____
Event Date: _____ Start/End Times: _____ to _____
Guest Count (estimated/max): _____ (Maximum allowed: 100)
Additional Areas Rented: _____
Purpose/Use: _____

2) Rental Fee, Inclusions, and Payment Schedule

Rental Fee: \$250.00 Minimum, plus additional 35.00 per half hour after 3 hours.

Included with Rental (if any): Tables Chairs AV Hospitality Training Team

Additional Fees (if any): _____

Deposit: 25% (non-refundable) \$ _____ due 30 days prior to the event.

Final Balance: \$ _____ due on _____ (10 days before the event).

Accepted Payment Methods: Card ACH Check

Late Payments: 5% late fee after 7 days; may result in cancellation.



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3) Damage Deposit

Damage Deposit: \$100.00 due on the day of booking event to secure space. Deposit will be returned within 10 business days after the event, less any charges for damage, excessive cleaning, missing items, or overtime.

4) Term; Reservation Confirmation

Reservation is confirmed only when Venue receives (a) the signed Agreement and (b) the required deposit.

5) Occupancy, Conduct, and Supervision

Client agrees to:

- Not exceed occupancy limits or block exits.
- Ensure guests and vendors follow Venue rules and applicable laws.
- Provide adult supervision at all times; Client is responsible for guest behavior.

6) Setup, Decorations, and Venue Restrictions

Allowed: [painters tape, freestanding decor]

Not Allowed: [glitter/confetti, nails/screws, open flame, fog machines, thumb tacks etc.]

Decorations must be removed by the end of rental time. Clients may not move Venue property without approval.

7) Vendors and Deliveries

All vendors must be approved by Venue if required.

Deliveries/pickups must occur within access windows.

Venue is not responsible for unattended items.

8) Alcohol, Tobacco, and Controlled Substances

Smoking/Vaping: Not allowed in the facility or near facility entrances. Allowed in designated areas only. Illegal substances are prohibited.

9) Noise and Curfew

Client must comply with Maryland Heights noise ordinances and Venue policies.

10) Overtime

If Client exceeds rental time (including set up & tear down), overtime is charged at \$40.00/ 1/2hour billed in 30-minute increments, due immediately or deducted from damage deposit.



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11) Cleaning and Trash

Client is responsible for trash removal to designated receptacles unless otherwise specified. If venue is not left in "broom clean" condition with trash removal, the \$100 damage deposit will be kept for cleaning fees. Client must remove all centerpieces, decor, equipment and personal items. The floor and tables must be free of food.

12) Insurance and Liability

Client is responsible for all damages caused by Client, guests, or vendors associated with the event.

13) Indemnification

Client agrees to indemnify and hold harmless Venue from claims, damages, losses, and expenses arising from Client's event, guests, or vendors, except to the extent caused by Venue's gross negligence or willful misconduct.

14) Force Majeure

Neither Party is liable for failure to perform due to events beyond reasonable control (e.g., natural disasters, government orders). If performance becomes impossible, the Parties will discuss rescheduling or refunds consistent with Section 15.

15) Cancellation and Rescheduling Client Cancellation:

If canceled more than [30] days before the event: Client forfeits deposit; other paid amounts will be refunded.

If canceled within 14 days: Client may owe up to 10% of total fees.

Rescheduling: Allowed once if requested at least 7 days prior, subject to availability.

Venue Cancellation: If Venue cancels (other than Client breach), Venue will refund amounts paid, and that refund is Client's sole remedy.

16) Default

Venue may terminate this Agreement for nonpayment, unsafe conduct, rule violations, or illegal activity. Client remains responsible for amounts due.

17) Dispute Resolution; Governing Law

Governing Law: Missouri

Venue/County for disputes: St. Louis, Missouri

Attorney's Fees: Each party bears own



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18) Notices

Notices must be sent to the contacts listed below by email:

David Sullivan, Culinary Manager (david.sullivan@riseservicesinc.org) Jody Wright, Executive Chef (jody.wright@riseservicesinc.org)

19) Entire Agreement; Order of Precedence

This Agreement (and any exhibits/addenda) is the entire agreement. If there is a conflict, the following order controls:

- Written amendments signed by both Parties
- This Agreement
- Catering Addendum (only for catering-related terms)

Signatures

Venue/Host: _____

Date: _____

Name/Title: _____

Client: _____

Date: _____

Name/Title: _____

Exhibit A/ Banquet Event Order - Event Summary

Floor plan/diagram: [Attach]

Approved timeline: [Attach]

Inventory checklist: [Attach]