

ELEVATE

EXECUTIVE MEETINGS & EVENTS

ELEVATE MEETING SUITE RENTAL AGREEMENT

Hours of operation Monday – Sunday (8:00 AM – 10:00 PM)

Please complete and return the finished agreement to mari@kilbournegroup.com.

Company: _____

Renter: _____

Address: _____ **City, State, Zip:** _____

Primary Phone: _____ **Secondary Phone:** _____

Email Address: _____

Event Title: _____

Room Configuration: _____

Date of Event: _____ **Number of Guests:** _____

Contract Start Time: _____ **Contract End Time:** _____

Event Start Time: _____ **Event End Time:** _____

Equipment

- | | | |
|--|----------------------------------|--------------------------------|
| <input type="checkbox"/> Matrix LCD Video Wall | <input type="checkbox"/> Lectern | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Polycom | <input type="checkbox"/> Audio | <input type="checkbox"/> _____ |

TERMS & CONDITIONS

This rental agreement is between Loretta LLC (Owner) and Renter.

Rates

Weekday Rental Fee

The base rental fee for Elevate Meeting Suite will be billed to the Renter at a rate of Seventy-Five Dollars (\$75) per hour, subject to a two-hour minimum charge and billed in half-hour increments thereafter for room rental between 8:00 AM and 5:00 PM Monday through Friday; and between 5:00 PM and 10:00 PM Monday through Thursday. After 5:00 PM on Friday, the rental is subject to the weekend rental fee. A cap rate of Five Hundred Dollars (\$500) will apply between 8:00 AM and 5:00 PM Monday through Friday.

Weekend Rental Fee

The base rental fee for Elevate Meeting Suite will be billed to the Renter at a rate of One Hundred Seventy-Five Dollars (\$175) per hour, subject to a two-hour minimum charged and billed in half-hour increments thereafter for room rental Friday 5:00 PM through Sunday 10:00 PM.

Contract Start/End Time

Renter shall refer to Contract Start/End Time as the timeslot that the Renter or support staff (ex. Caterers) may have access to Elevate Meeting Suite. Contract Start Time shall not start before 8:00 AM, while Contract End Time shall not exceed 10:00 PM. Renter, including support staff, shall not have access before or after Contract Start/End Time.

Event Start/End Time

Renter shall refer to Event Start/End Time as the timeslot that the Renter, support staff, or guests will be present in Elevate Meeting Suite. Renter must acknowledge the Contract Start/End Time policies when inviting guests and hiring support staff.

Renter Initial _____

Fees

Facility Fee

A one-time fee of One Hundred Dollars (\$100) will be assessed for each rental. This fee will cover room configuration prior to the event and professional cleaning after the event.

Room Configuration

The Renter may choose one (1) of the six (6) styles offered: Executive Boardroom, U-Shape Boardroom, Classroom, Cocktail, Full Cocktail, or Reception. Please refer to page 4 to see diagrams of each style.

Cleaning

The Owner will arrange for professional cleaning services after the event to return the premises to its original condition following an event. Excessive cleaning may be applied if the Owner determines there were greater-than-expected cleaning needs and will be billed to the Renter hourly at a rate of Fifty Dollars (\$50) per hour.

Technical Support

Technical support is available by request at the beginning of each Contract Start Time. A technical support fee may be billed to the Renter at a rate of Fifty Dollars (\$50) per hour, subject to a one-hour minimum charge and billed in half-hour increments thereafter, for any support services required after the Contract Start Time.

Renter Initial _____

Terms of Payment

Rental Deposit

A non-refundable deposit of One Hundred Dollars (\$100) along with a signed contract is required to book your event. All payments shall be made by credit card, unless Owner has given approval for an alternative form of payment.

Cancellations

Cancellations must be submitted to the Owner in writing. In the case of a cancellation, the following will be due to Elevate:

11-365+ days out	100% of Deposit
0-10 days out	100% of Deposit+ 100% of Estimated Balance

Rental Payment

Rental payment in full is due the following business day after the Renter's event. The transaction will use the credit card on file from the rental deposit.

Renter Initial _____

Caterers

The Renter may provide food in any manner best suiting their event. The sale or serving of alcoholic beverages by a caterer is only allowed if the caterer has a valid North Dakota liquor license and serves the beverages in accordance with North Dakota laws. The Renter is responsible to ensure that the caterer's license and insurance documentation are provided to the Owner seven (7) days prior to the event.

All caterers and service contractors are responsible for the cleanup and removal of their equipment, decorations, and garbage within the Contract End Time. No items may be left overnight. Owner is not responsible for any items left after the event.

Renter Initial _____

Decorating

Nails, staples, tape, command strips, tacks, glitter, confetti, crayons, and markers are NOT ALLOWED when decorating. No open flame is allowed. The Renter is responsible for providing their own supplies and setup equipment.

All clean up, break down, rental pickup must be completed by the Contract End Time. No items may be left overnight. Items left after the event may result in an "excessive cleaning" charge.

Renter Initial _____

Legal Agreement

Required Insurance

Commercial General Liability Insurance \$1,000,000.00 limit or Special Event Liability Insurance \$1,000,000.00 limit. Name Loretta LLC (Owner) as additional insured on all applicable policies.

Indemnity

The individual or organization renting is fully responsible for any damages that occur due to renting the facility. Renter agrees to indemnify and hold harmless the Owner against all damages to Renter and to persons or property by reason of the use or occupancy of the leased premises or common areas, and all expenses incurred by Owner because thereof, including attorney's fees and court costs, and from any liability for any theft, damage or injury associated with the event. Renter is required to check their insurance policy to see if coverage extends to another site for a special event. Owner assumes no responsibility for items left by the caterer, guests, or Renter. Renter is required to have general liability coverage in the amount of \$1,000,000 for all events, including insurance for the serving of alcoholic beverages if applicable.

Damage

This rental agreement is between Owner and the Renter. Renter is responsible for all bills and damages that occur to Elevate Meeting Suite while in use by the Renter. If any damage occurs to the artwork, to any area of the building or its improvements by Renter, Renter's guests, agents, or assigns due to the Renter's use or occupancy of this facility for this term, the Renter is 100% responsible. If the premises are damaged when returned to Owner, Owner may make repairs and bill Renter for the cost of repair and loss of rental. Renter agrees to pay for the damages incurred within 30 days of notice. If Renter fails to make payment, Owner may seek recovery in court, and Renter will pay balance due plus 18% interest per annum from the date of notice of payment due to Loretta LLC, plus court costs. If any amount due is collected by or through an attorney, Renter agrees to pay all attorney's fees and court costs. This agreement contains the entire agreement of the parties.

Renter affirms to have fully read and understood the entirety of the conditions and requirements detailed above. By signing this written agreement, Renter agrees to adhere to the entirety of this agreement.

Renter: _____ <div style="text-align: center;">Print</div>	Owner: _____ <div style="text-align: center;">Print</div>
Renter: _____ <div style="text-align: center;">Signature</div>	Owner: _____ <div style="text-align: center;">Signature</div>
Date: _____	Date: _____

Owner is responsible to dispose of the information below the dotted line appropriately after final invoice has been processed.

CREDIT CARD INFORMATION

Name on Card: _____

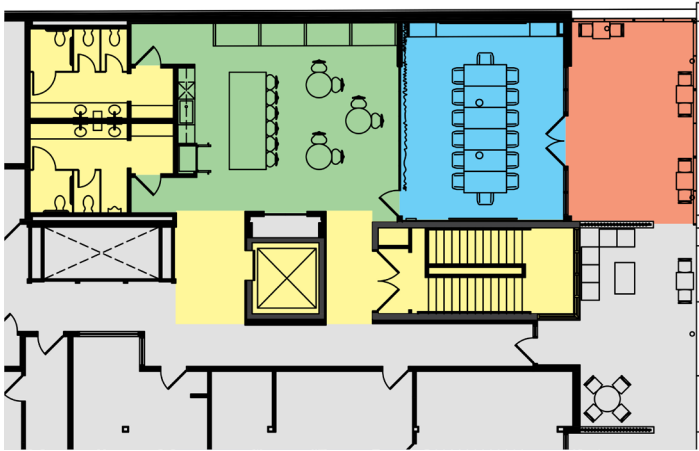
Number: _____

Expiration Date: _____ **CVV:** _____

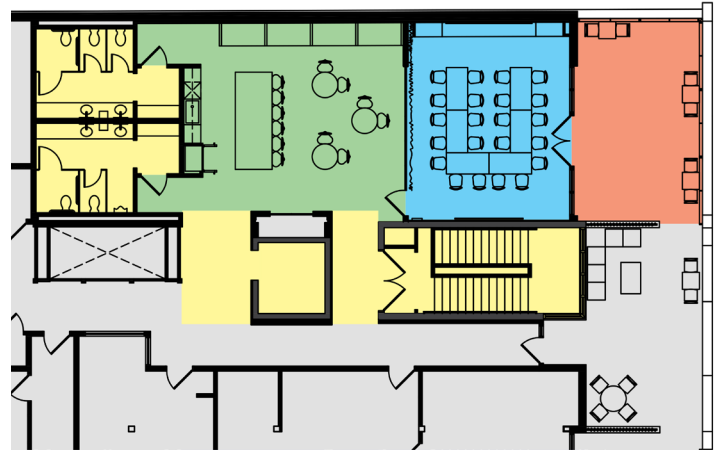
Billing Address: _____

City, State, Zip _____

Executive Boardroom

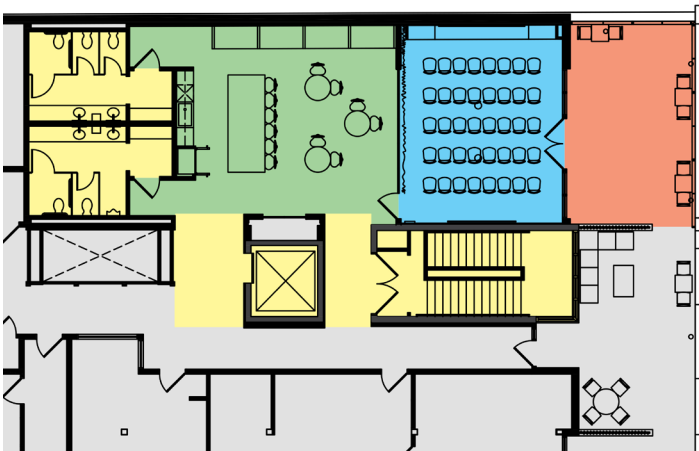


U-Shape Boardroom

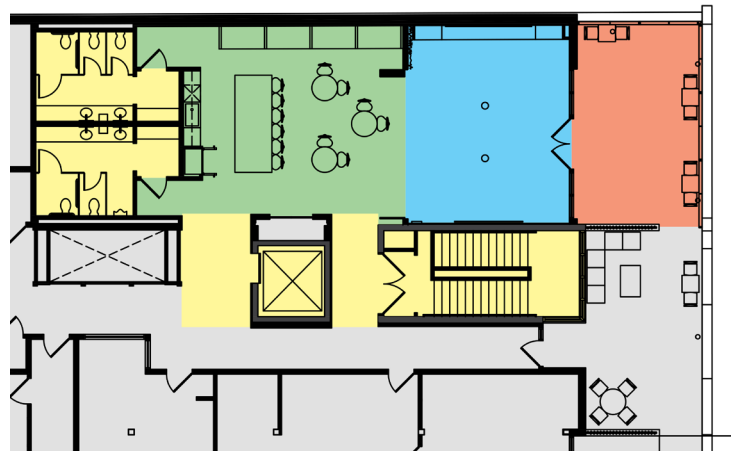


Revised 03/2023

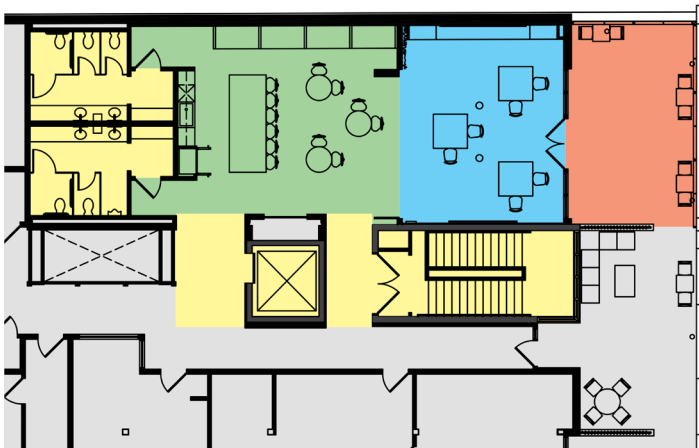
Classroom



Cocktail



Full Cocktail



Reception



 Not included in Rental Agreement

 Public Areas

 Pregathering Area - 23 Occupants Max.

 Conference Room - 32 Occupants Max.

 Patio* - 49 Occupants Max.

* Patio is only available during the months April - October

For Office Use Only – Please do not fill out information on this page

Payment

Date Deposit Processed: _____

Date Payment Processed: _____

Fees	Rate		Hours	Sub-Total
Daytime Rate (8:00 AM – 5:00 PM Monday – Friday)	\$ 75.00	x		\$
Daytime CAP Rate (8:00 AM – 5:00 PM Monday – Friday)	\$ 500.00	x		\$
Evening Rate (5:00 PM – 10:00 PM Monday – Thursday)	\$ 75.00	x		\$
Weekend Rate (Friday 5:00 PM – Sunday 10:00 PM)	\$ 175.00	x		\$
Tech Fee (Optional)	\$ 50.00	x		\$
Facility Fee (Required)	\$ 100.00	x	1	\$ 100.00
Excess Cleaning Fee (Billed hourly if necessary)	\$ 50.00	x		\$
Other Charges (Ex: Printing)	\$	x	Y / N	\$

Total \$ _____