

# ELEVATE MEETING SUITE RENTAL POLICIES

## ✓ FOOD & BEVERAGE

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All food and beverage must be purchased from an approved full-service caterer or licensed restaurant. For evening or after-hour events, please work with Kilbourne Group to review options and select a caterer to fit your needs.

Due to health code regulations:

- No food or beverage can be brought in from an outside source. Event cakes are an exception, but must come from a licensed bakery. If you have a special food or beverage item that you would like as a part of your special day, a recipe can be supplied to the caterer.
- Non-consumed food and beverage cannot stay at the facility and must be removed from the premises.

## ✓ CLEAN-UP

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The premises are to be left clean and floor is to be free of debris. Caterers/Renters are responsible for maintaining cleanliness in the event room during the event and returning the sink, any countertops, appliances, etc. to their original state. Trash cans may not be used without trash bags. There is to be absolutely no food or bulk items emptied into the sinks. Renter and Renter's agents are responsible for restoring the facility to its original condition, and for removing all articles brought in during the rental event.

## ✓ NOISE

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Noise level must be kept to a considerate level. If complaints are received by Landlord, Renter must take whatever steps necessary to adjust sound level. No amplifiers will be used without the express approval of Landlord.

## ✓ TABLES & CHAIRS / BANQUET NEEDS

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The Loretta 4<sup>th</sup> Floor conference space has a limited number of tables and chairs. The tables are intended for business-style meetings only and is not intended for use with heavy food and beverage traffic. We require the use of mouse pads for electronic mice and coasters for beverages while using the Executive Meeting tables. For dinner-style parties, it is the responsibility of the renter to secure banquet-style tables, chairs and linens for your event. A list of rental vendors can be supplied upon request. The Kilbourne Group can provide basic banquet set-up (tables and chairs) and tear-down and general clean-

up. Additional set-up needs/changes during the event or excessive clean-up following a reception will be billed at \$40 per hour. Table linens are required for all rented tables.

## ✓ DECORATING

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Nothing is allowed to be attached to walls, doors, pillars or stairways or hung from the ceiling or light fixtures. Glitter, table sprinkles, and confetti are not allowed.

DO NOT tape or stick anything to video screens.

If Renter wishes to display signage, it **MUST** be approved prior to placement. Directional signage may only be approved and placed by Landlord.

The throwing of rice, birdseed, silly string, soap bubbles or confetti is not permitted inside the conference rooms. Soap bubbles are permitted outside on the patio. It is prohibited to throw anything off the patio. No open flames are allowed inside or outside the Loretta Building in compliance with state fire regulations. All candles used must be enclosed in glass.

There is no onsite storage facility for rental items; therefore they must be removed within the rental period. Additional fees will apply for the storage of rental items beyond the contract time.

You're welcome to begin decorating at the start of your contract time. If you require additional time, please visit with Kilbourne Group about rates and availability.

## ✓ INVITATIONS / ADVERTISING

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All publicity (invitations, advertising, etc.) concerning Elevate Meeting Suite, Loretta, and/or Kilbourne Group, or use of the name Elevate Meeting Suite, Loretta, and/or Kilbourne Group must be cleared through Kilbourne Group.

## ✓ ALCOHOLIC BEVERAGES

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Kilbourne Group allows for the service of alcoholic beverages at the Loretta 4<sup>th</sup> Floor only when the renter has secured a licensed alcoholic-beverage service provider. Kilbourne Group requires the securing of a Class "E" Alcoholic Beverage Permit. Individuals are requested to check their insurance policy to see if coverage extends to another site for a special event.

## ✓ SMOKING

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Smoking and smoke-related articles are not permitted anywhere on the premises, including the patio, or within fifty (50) feet of any building entrance.

## ✓ LIABILITY

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### **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 Landlord 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 Landlord because thereof, including attorneys' fees and court costs, and from any liability for any theft, damage or injury associated with the event. Renters are requested to check their insurance policy to see if coverage extends to another site for a special event. Kilbourne Group 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 Loretta, LLC and the Renter named above. The above-named Renter is responsible for all bills and damages that occur to the 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 Renters use or occupancy of this facility for this term, the Renter named above is 100% responsible. If the premises are damaged when returned to Landlord, Landlord 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, Landlord 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.