

DEER PARK MANOR RENTAL AGREEMENT

Lessor and Lessee agree to the lease of Deer Park Manor (the "Facility" or the "Premises") for the purpose of: _____ (the "Event"), to take place on the _____ day(s) of _____, 20__ (the "Event Time").

1. **Event Time & Event Price** ("Event Time" and "Event Price"): Must circle one.

		May-Sep	Oct-Apr	Event Price Estimate
Mon-Thu	9 a.m.-6 p.m.	\$100 per hour (min. 2 hours)	\$75	Set-up Time: _____
	6 p.m.-midnight	\$150 per hour (min. 2 hours)	\$100	
Fri & Sun	9 a.m.-6 p.m.	\$150 per hour (min. 2 hours)	\$100	Event Time: _____
	6 p.m. -midnight	\$225 per hour (min. 2 hours)	\$175	Take-down Time: _____
	Full day	\$2000	\$1500	
Sat (Full day only, 9 a.m.-midnight)		\$2500	\$2000	Event Price: _____
Or				
Wedding Weekend		\$3000	\$2500	
(Includes Friday 6 p.m.-midnight; Saturday 9 a.m.-midnight)				

2. **Charge for "Extra" Event Time:** This Rental Agreement specifies the length of time of the Event. When the Event actually occurs, any extra time that the Event continues beyond the amount of time specified in the Rental Agreement will be charged at an hourly rate of \$225 per hour. However, under no circumstances may Lessee or Lessee's guests or agents (including caterers, DJ, wedding party etc.) continue to be present in the Facility after 1:00 am; there shall be a charge of \$800 per hour if this is violated.
3. **Set-up & Take-down:** In addition to the Event Time, Lessor, in its sole discretion, shall allow Lessee or Lessee's guests or agents to use the Facility for setup or take down activities ("Set Up and Take Down Time"). Lessee shall pay \$50 an hour for Set Up and Take Down Time that would occur the day before or the day after the event. Set Up and Take Down includes such activities as catering setup and take down, arranging furniture, installing and removing decorations, post-event cleaning by Lessee etc.
4. **Facility Defined:** The Facility refers exclusively to: Clubroom East, Clubroom West, outside gardens, terraces, Engle Performance Hall (with kitchen and bar), Mood Gallery, McArdle Conference Room, and all accompanying restroom facilities. The term "Limited Use of the Facility" refers to the use of fewer than all of the spaces listed above, as determined by mutual agreement of Lessor and Lessee.
5. **Alcohol:** No alcohol is allowed on the premises without prior authorization from Deer Park Management, Inc. If permission is granted, **only a server licensed by the Indiana Alcohol and Tobacco Commission (ATC) may serve alcohol**, and under no circumstances may anyone under the age of 21 or anyone noticeably intoxicated be served alcoholic beverages; the alcohol server must obtain a Temporary Beer and Wine Permit from ATC.
6. **No Smoking Indoors:** Smoking is allowed on the outside patios and North drive only. Please be sure all cigarettes are extinguished in the provided and appropriate containers. If smoking occurs indoors, Lessee will be charged \$150 in addition to any damages or extra cost of cleaning.
7. **No Swimming:** There is to be NO SWIMMING IN THE POOL under any circumstances. If unauthorized swimming occurs, the Lessee shall be charged \$250 per violator.
8. **Lessee Must be Present:** The Lessee who has signed his/her name(s) below **MUST BE PRESENT** for the entire duration of the event.
9. **Smallest billing increment:** For all purposes in this contract, the smallest billing increment is one hour.
10. **Exclusive Vendors:** Perfect Parties is the only allowed supplier for tents, flatware, dishes, tables, and linens.
11. **Consultation:** The first one hour of consultation about the Event is complimentary, each hour afterwards is charged to Lessee at the rate of \$40 per hour.

12. **Parking:** Designated parking is in the front parking lot of the Manor House building ONLY. If additional parking is necessary, please contact the management for further instruction regarding parking on the gravel area to the North of the Manor House.
13. **Inside Capacity:** The maximum inside capacity is 300 people, no exceptions.
14. **Responsible Use & Noise:** The Lessee agrees to use the facilities only for the purpose stated above and in a responsible manner that will not cause any damage or create a nuisance of any kind. The Lessee agrees to abide by City of Bloomington Noise Ordinance to keep all noise/music at a level so as to meet this ordinance. All music must end by 11:00 p.m. per this ordinance, unless arrangements have been made to have music inside the facility only after 11:00 p.m. and music is kept at a level that does not violate this ordinance.
13. **Security Deposit:** A Security Deposit of **\$500** had been or shall be deposited by the Lessee. Payment of the Security Deposit secures the date of Lessee's Event. Lessee may chose, without penalty, to cancel the Event for up to two weeks after tender of the Security Deposit; if Lessee cancels after two weeks the Security Deposit shall be forfeited in full. If no cancellation occurs, the Security Deposit shall be held by Lessor to apply against any unpaid charges and/or against the cost of any damages to the Facility. The Deposit shall be refunded to the Lessee within 45 days after the date of Event minus all unpaid charges, the cost due to damage to the property, cleaning, and all other costs to return the property to its former condition. If the amount of unpaid charges or damages exceeds the amount of the Security Deposit, Lessee shall pay whatever additional amount is necessary to cover all charges and damages (including attorney's fees and cost of collection).
15. **Hourly Rate for Cleaning & Repair:** Lessor shall charge \$30 per man-hour for activities (including cleaning) performed in order to restore the Facility to its former condition.
16. **Indemnity:** The Lessee releases and agrees to indemnify the Lessor against any liability for person or property occurring on or about the leased premises during the period of the lease, resulting from any cause. Lessor is not responsible for any lost or stolen personal or rented items.
17. **Pool Floor Charge:** During the period October 1 to May 1 if Lessee desires to use the structural pool cover there shall be an extra cost of \$425.

This agreement made and entered into this ____ day of _____, 20__ by and between Deer Park Management, Inc ("Lessor") and _____, ("Lessee").

Signed By:

Lessee

Lessee

Lessor, Deer Park Management, Inc

Information of Lessee:

Print Lessee Name(s)

Phone Number

E-mail Address

Address:

Deer Park Manor Receipt

CLIENT INFORMATION:

Client: _____

Address: _____

Date(s) of Event: _____ Type of Event: _____

RECEIPT OF SECURITY DEPOSIT:

Amount received: _____

Received by: _____

Date of receipt: _____

RECEIPT OF RENTAL PAYMENT:

Total Rental Price: _____

One half of the rental fee is due four weeks prior to the event.

Amount received: _____

Received by: _____

Date of receipt: _____

Remaining balance due two weeks prior to the event.

Amount received: _____

Received by: _____

Date of receipt: _____

RETURN OF SECURITY DEPOSIT:

Total Security Deposit Refunded: _____ Sent: _____

Number of hours spent cleaning: _____

Other charges: (List)

Total Security Deposit deductions: _____

Further amount owing: _____