

## ADDISON'S WONDERLAND EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Agreement made on \_\_\_\_\_, 20\_\_\_\_, by and between Addison's Wonderland and \_\_\_\_\_, referred to as "Client". Client agrees to hire and Addison's Wonderland agrees to make available the use of the Event Space located at 114 W Spring Street Monroe GA 30655 with the following terms and conditions.

**Date of Event:** \_\_\_\_\_

**Timeslot of Rental:** *Note: this is the entry and exit times by Client. Not event start times.*

9am-12:30 pm |  1:30pm - 5pm |  **Fri** 4pm-12am |  **Sat/ Sun** 6pm - 12am

Weekday Time: \_\_\_\_\_

**Client Name:** \_\_\_\_\_,

**Client Address :** \_\_\_\_\_,

**Client Phone:** \_\_\_\_\_,

**Client Email:** \_\_\_\_\_.

**Alternate Names the Event may be referenced as :** \_\_\_\_\_.

### 2023 Rental Rates

**Weekend Rates:** *Friday Evening - Sunday*

Morning | 9am-12:30pm: \$295

Afternoon | 1:30-5pm: \$295

**Friday** Evening | 4pm - 12am: \$350

Saturday or Sunday Evening | 6pm - 12am: \$350

**Weekday Rates:** *Predetermined with AW Event Coordinator*

4 hours of time in the space: \$250

Each additional hour: \$50

**Cancellation:** No refunds of the rental fees will be refunded if canceled less than 21 days prior to an event, as your agreement to rent Addison's Wonderland Event Space may cause the loss of additional bookings or business. If circumstances beyond the control of Addison's Wonderland force us to cancel your reservation Addison's Wonderland will refund all sums paid.

Payments should be made to Addison's Wonderland via our online web booking system found at <https://shopaddisonswonderland.com/pages/event-space>.

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_

***Please read the material below and initial to make sure all parties understand the requirements of providing for everyone's safety and keeping Addison's Wonderland Event Space maintained and a safe location for future use.***

\_\_\_ **Rental Time Slots:** All time slots are the times Client is permitted to use the event space. *They are not the times for their actual event.* Event set up and clean up times should be accounted for *inside the rental time slots.* Meaning: If you rented 9am-12:30pm, you could give yourself 1 hour set up and have your party start at 10am. Addison's Wonderland is not responsible for planning event start and end times.

\_\_\_ **Early Entry:** Client understands early entry is not a given and that their time starts at the stated time purchased through the online booking system. Additional hours may be purchased **ONLY IF** the surrounding timeslots have not been booked 1 week prior to the event.

\_\_\_ **Rental Fees:** An online purchase order through our website for your event and a signed contract prior to your event must be received to reserve your date(s) and time(s).

\_\_\_ **Smoke-Free Facility:** Addison's Wonderland is a smoke-free facility.

\_\_\_ **Lost and Found:** Addison's Wonderland takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 7 days. After 7 days, items will be donated.

\_\_\_ **Gift Delivery:** Addison's Wonderland is not responsible for any gifts delivered, through mail delivery or otherwise, to the event space. Client understands to use an alternate mailing address for expected gifts.

\_\_\_ **Parking:** The back door (114) may be used for loading and unloading. All vehicles must be moved to proper parking spaces for the duration of the event.

\_\_\_ **Catering, Cleaning, Trash and Equipment Removal:** Addison's Wonderland Event Space will be in a clean condition prior to your event. You are required to return the space to the same condition in which it was found. All trash must be collected, properly bagged and removed by the renter and the furniture must be arranged to its prior locations. **Any rental equipment must be removed by the client at the end of the event.** It is the responsibility of the client to coordinate return of all catering equipment and must not be left in the space.

\_\_\_ **Site Decoration:** No nails, screws, staples or penetrating items should be used on our walls. Any tape or gummed backing materials should not be used on any wallpaper surface and must be properly removed. In an extreme case of any wall damage, the renter will be held responsible for repairs.

\_\_\_\_ **Balloon Removal:** All balloons should be properly removed and in a *quiet manner*. The Event Space is directly connected to a retail location and the sudden and unexpected burst of popping balloons can be triggering for many. If you need scissors, please ask. Balloons should be deflated before thrown into dumpster as it's a communal dumpster for many businesses.

\_\_\_\_ **City, County, State and Federal Laws:** Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times. Client shall not sell alcohol on premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner.

\_\_\_\_ **Liability:** Renter agrees to indemnify, defend, and hold Addison's Wonderland, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at Addison's Wonderland.

\_\_\_\_ **Attorney fees:** In the event Addison's Wonderland retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Client agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# **FREQUENTLY ASKED QUESTIONS**

## **IS THERE PARKING?**

Public parking is provided by the City of Monroe diagonally across from the event space at the corner of W Spring St and N Wayne St. You may use the back for loading and unloading, but when you're finished please move your vehicle to the provided public parking. Parking is not allowed directly behind the building.

## **HOW DO I GET INTO THE SPACE?**

We will always have a staff member on-site to welcome you to the event. You can unload and load at the back door (please move and park your car afterward). If the back door (114) is not unlocked, just knock. Our staff member will be inside. If your start time is during boutique business hours, you can also come in the boutique's front door.

## **HOW DO I LEAVE THE SPACE?**

For Morning & Afternoon timeslots, our staff members will open the adjoining doors promptly at your event's end time. You can exit the back door and have a fabulous day! For Evening Events, Our Staff member will provide you with the evening instructions upon your arrival.

## **IS THERE A SPEAKER?**

We do have a small Beats Pill you are welcome to use.

## **WHAT IS THE WI-FI?**

Network: Addison's Wonderland  
Password: 110springstreet

## **DO YOU OFFER CATERING?**

We do not offer catering. You are welcome to use a caterer and bring any food you desire for your event. We do not currently have any caterers that we specifically recommend. If using a Caterer, you are responsible for all equipment removal and must not leave anything in the event space. All coordinating of caterer equipment removal is to be done by you and not through Addison's Wonderland.

## **WHAT IF MY PARTY TIME DOESN'T FIT INTO YOUR TIME SLOTS?**

In order to provide guests with as many opportunities to rent our space as possible, we have carefully considered your needs and the demands of the space and set our times

accordingly. We have found most events run 2 hours, and require an hour to set up and about 30 minutes to clean up. If you do not feel you will have enough time in your time slot, you are welcome to also book an additional time slot, if available. Good news, if you do book an additional time slot, you'll get the hour we use in between for cleaning...free. Score!

### **CAN I COME IN EARLY TO GET A LITTLE MORE TIME TO SET UP?**

In short, no. We have provided our staff with adequate time to properly clean the spaces in between events to make sure they are ready for you and your party guests. We can not guarantee that the space will be reset and ready for you any earlier than the start time provided.

### **DO I HAVE TO CLEAN UP THE SPACE OR DO YOU?**

While our incredible staff does an amazing job keeping the space clean between events, we do ask for your assistance in keeping our space running smoothly for all our guests. We ask that before you leave you wipe counter tops and flat surfaces with the products provided, perform a quick sweep of the floor and take all trash out to the dumpster located just steps from the back door. Please make sure the room looks like how you found it.

### **ARE WE ALLOWED TO MOVE FURNITURE AND ACCESSORIES?**

You are welcome to move chairs, stools, high top tables, and accessories to better suit your needs. We ask that you do not move any of the dining tables or the large mirror. Please have the room reset to how you found it before you leave.

### **CAN I BOOK A WEEKDAY?**

Yes! Please email [events.addisonswonderland@gmail.com](mailto:events.addisonswonderland@gmail.com) to talk about booking a weekday event.

### **WHAT IF I NEED TO CANCEL MY EVENT?**

We have a three-week cancellation policy. Please let us know within three weeks if you need to reschedule or cancel your event to receive a full refund.

### **I HAVE MORE QUESTIONS....**

We're happy to answer any questions you may have. Please email [events.addisonswonderland@gmail.com](mailto:events.addisonswonderland@gmail.com) for further inquiries.