



## **Creekside Event Rental Agreement**

Thank you for choosing Chehaw for your upcoming event! By signing this agreement, you are reserving Creekside on \_\_\_\_\_.

To guarantee your date, this contract must be signed and deposit paid.

Renter will have access to the building between 8:30 a.m. and 11:30 p.m. to allow for cleanup and closure of the site by midnight. Your event may be extended past midnight for the rate of \$200.00 per hour.

### **Description of Fees:**

Creekside Event rental begins at \$1600 plus tax for weekend full day rentals, and \$850 plus tax for weekday rentals.

A \$500 refundable damage deposit is due when your date is reserved and the contract is signed. You are responsible for any damages or situations that require excessive cleanup by Chehaw staff that occur during the rental period, including those created by your guests or vendors. Reconciliation of this deposit, less any damages and/or excessive clean up fees, will be made three to four weeks following the event date.

A \$200 cleaning fee is due 10 business days before your event. This fee is non-refundable.

A \$200 kitchen fee is due 10 business days before your event if not using Chehaw Catering.

50% of the room rental fee is due 90 days before your event. The remaining balance is due 10 business days before your event.

A \$200 per hour charge will be applied to your fee for every hour your party would like to use the Park outside of the 8:30 a.m. to 11:30 p.m. window.

There is an 8% sales tax due on all rentals and events.

### **Cancellations**

There is a \$250 cancellation fee if you cancel your event.

Renter will forfeit the entire deposit of \$500 if cancellation occurs 30 days or less prior to the event.

Renter will forfeit 50% of the room rental fee, if cancellation occurs 2 weeks or less prior to the event.

If you must cancel your event, you can apply any room rental fees paid to another available date within a 12 month period. The \$250 cancellation fee and forfeiture of \$500 deposit will still apply.

Chehaw reserves the right to cancel the event in case of an emergency. The event may be rescheduled without penalty on a mutually acceptable date. If a date cannot be established, or if the client opts not to reschedule, Chehaw will refund all paid fees.



## **Amenities**

(20) 5' round tables, (22) 6'x18" tables, and 149 chairs are available for use by renter. Additional tables and chairs must be acquired by the renter and may be delivered directly to Creekside during normal business hours.

Chehaw staff will not be responsible for unloading tables and chairs that are not Chehaw's property. The client is responsible for the safety and good order of all equipment and other property owned by Chehaw and is liable for said equipment and other property if it is lost, stolen, damaged, or misplaced. Chehaw shall have no responsibility for equipment supplied by client or another party. Chehaw reserves the right to approve all equipment used hereunder and its use and the supplier of the same.

In an effort to protect the integrity of Creekside, staff must approve all decorations prior to an event set up. Use of nails, staples, carpet tape, masking tape, and any other adhesive is prohibited. Confetti, glitter, rice, birdseed, or any similar material is also prohibited due to the safety of our wildlife. For outdoor events, no pyrotechnics, flammable equipment, loud speakers, or flying objects are allowed without express permission. Helium balloons or floating lanterns may NOT be used on the Park.

All candles must be contained or enclosed in glass. Flame must not reach higher than two inches below the height of the glass. Spilled wax may result in loss of damage deposit.

## **Alcohol, Food, Smoking**

If you are serving or selling alcohol at your event, all alcohol must be served by Chehaw staff, or by a pre-approved, licensed bartender. Chehaw will provide a separate invoice depicting alcohol sales to the renter. The invoice must be paid within seven days of receipt.

Events **selling** food must present a valid permit. Chehaw is not responsible for any person that gets sick due to consumption of food provided by an outside vendor. Please note that the last drink will be served 30 minutes prior to the conclusion of the event.

Smoking or vaping is not permitted in Creekside.

## **Liability**

In requesting the use of Creekside, the renter agrees to assume financial responsibility for any damage to or loss of objects or property belonging to Chehaw, and for any personal injury incurred caused by any actions consequent to technical determinations rendered by him or her under the provisions of this agreement.

The client shall defend and hold harmless Chehaw, the City of Albany, and its agents or representatives, from all claims for injury, damages, or death to persons or property arising from the performance and execution of the agreement including court costs, attorney fees, and other expenses caused by any act or omission of the client and/or its guests, invitees, or agents. The client agrees to pay for all damages to the premises or other Chehaw property.



## **Violations**

If Chehaw determines that the terms of the agreement or any laws or ordinances have been violated, Chehaw can cancel the event at any time, even when in progress. Chehaw retains the right to keep any sums paid or to require additional reasonable payment.

I have read, understood, and agreed to the terms of this agreement.

Renter Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Chehaw Representative: \_\_\_\_\_

Date: \_\_\_\_\_



Date of Event:

Group or Event Name:

Type of Event:

Number of Guests Expected:

Event Start Time:

Event Ending Time:

Before or after hours access times  
(\$200/hour before 8:30 am or after 11:30 p.m.):

Serving any food or meals:

Caterer (\$200 kitchen fee if not Chehaw):

Chehaw servers needed (\$12/hour each):

Serving alcohol:

Open or Cash & # of Bars:

Who is providing the alcohol:

# of Chehaw bartenders needed (\$15/hour each):

Band or DJ Name:

Arrival Time:

Additional Needs:

Stage (\*dimensions\* \$200 rental and set up fee):

Projector, Microphone, Speakers (\$25 set up fee):

Tablecloths:

*\$10: Black, White, Gray, navy pintuck, gold pintuck*

*\$12+: Client's Choice rented from vendor*

Decorations (rental begins at \$200):

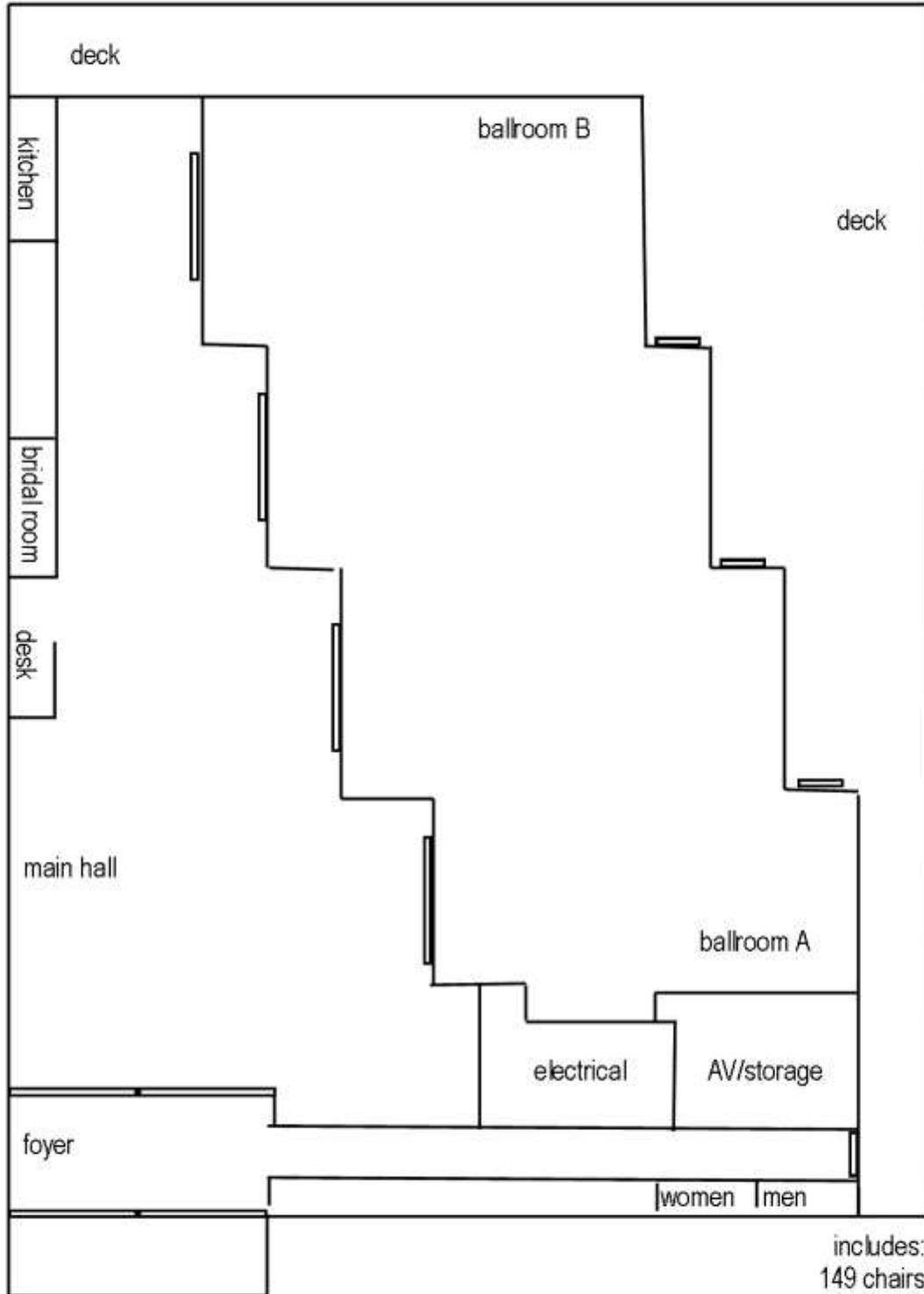
*Wood rounds, glass, mirrors, candles, wood boxes, stumps, etc.*

*Other items can be purchased or obtained for the client for an additional fee.*

Large Wooden Cross (\$50):

# Creekside

## Floor Plan Diagram



includes:  
149 chairs  
20 5' round tables  
22 6'x18" tables



Item	Cost <i>Nature's playground.</i>	#	Total
Weekend Full Day	\$1600 + tax		
Mon-Thurs Full Day Event/ Weekend NonProfit	\$850+tax		
Mon-Thurs NonProfit Event	\$450+tax		
Additional Hours before 8:30a After 11:30 p	\$200/hour+tax		
Prior or Next Day Rental	\$350/day+tax		
Damage Deposit Event	\$500 refundable		
Cleaning Fee Event	\$200		
Kitchen Fee	\$200		
Servers	\$12/hour		
Bartenders	\$15/hour		
Bar Set Up Fee	\$30		
Stage	\$200		
AV Setup	\$25		
Decoration Rental	\$200		
Tablecloths Chehaw	\$10+tax		
Tablecloths Rental	\$12+tax		
Wooden Cross	\$50+tax		
Additional			

**RENTAL TOTAL:**



## Payment Schedule

Cancellation after \_\_\_\_\_ will be \_\_\_\_\_

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<b>Fee</b>	<b>\$</b>	<b>Due</b>	<b>Date Paid</b>
Damage deposit	\$500 or \$175	at reservation	
Cleaning Fee	\$200	10 days before event	
Kitchen Fee	\$200	10 days before event	
50% Rental		90 days before event	

By signing this contract, renter agrees to make payments to Chehaw by the above schedule. This payment schedule is enforceable by law, and the methods described below will be used in cases of delinquent payment. This agreement is binding, and in failure to meet its terms will allow Chehaw to take certain recourse. If payment should not be delivered at all, Chehaw will be entitled to contact a debt collection service. By signing this agreement, all parties agree to the terms as described. Both parties will receive a copy of this agreement and will be responsible for upholding its terms. I have read, understood, and agreed to the terms of this agreement.

Renter Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Chehaw Representative: \_\_\_\_\_

Date: \_\_\_\_\_