



Creekside Meeting Space 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 for approximately 7 hours between the hours of 8:30 a.m. and 11:30 p.m. to allow for cleanup and closure of the site by midnight. Hours can be extended in some cases and will be agreed upon by both parties upon reservation.

Description of Fees:

A \$75 non-refundable deposit is due when your date is reserved and the contract is signed. Please know that 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.

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 \$250 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 a 7% sales tax due on all rentals and events.

Cancellations

There is a \$75 cancellation fee if you cancel your event.

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.



Smoking

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:

Kitchen Use (\$150 kitchen fee if not Chehaw):

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

Projector, Microphone, Speakers (\$15 set up fee):

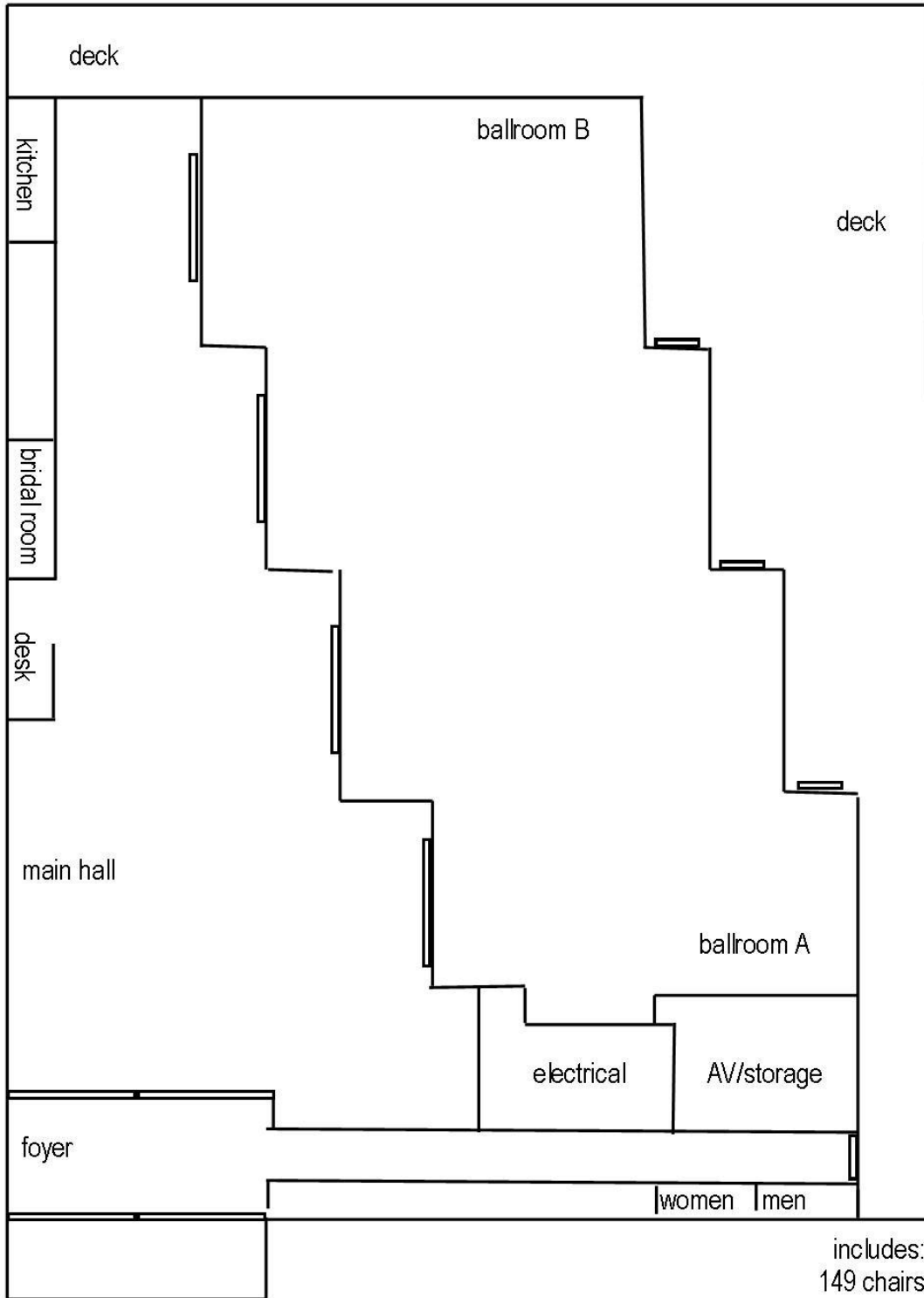
Tablecloths:

\$10: # Black, #White, #navy pintuck, #gold pintuck

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

Creekside

Floor Plan Diagram



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



Item	Cost <small><i>Nature's playground.</i></small>	#	Total
Sun-Thurs Half Day Meeting Space	\$150+tax		
Off Hours before 8:30a After 11:30 p	\$50/hour+tax		
Deposit	\$75 non refundable		
Kitchen Fee	\$150		
Stage	\$200		
AV Setup	\$15		
Tablecloths Chehaw	\$10+tax		
Tablecloths Rental	\$12+tax		
Additional Charges			



Payment Schedule

Cancellation before _____ will be _____

Cancellation before _____ will be _____

Fee	\$	Due	Date Paid
Damage deposit	\$75 non refundable	at reservation	
Kitchen Fee	\$150	10 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 entitles 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: _____

Date: _____

Chehaw Representative: _____

Date: _____