



Creekside Event Rental Agreement

By signing this agreement, you are reserving Creekside on the following date(s) _____.

To guarantee your date, this contract must be signed and deposit paid. Renter will have access to the building no earlier than **8:30AM** and no later than **11:30PM**.

Description of Fees

Creekside Event rental begins at **\$2100** for full-day weekend rentals and **\$1300** for full-day weekday rentals. This includes setup, kitchen access, and cleaning fee.

A \$500 refundable damage deposit is due when your date is reserved and the contract is signed. **You are responsible for all 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, minus any damages and/or excessive cleaning fees, will be made three to four weeks following the event date and will take three to four weeks after processing to receive in the mail.

50% of the 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 8:30AM to 11:30PM window.

Cancellations

There is a \$250 per day 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 14 days or less prior to the event.

If you cancel your event, you can apply any room rental fees paid to another available date within a 12 month period. The \$250 per day 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, (20) 6'x18" rectangle tables, and 140 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.



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Decorations

In an effort to protect the integrity of the property, 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. Do not tape anything to the walls. Confetti, glitter, rice, birdseed, or any similar material is also prohibited due to the safety of our wildlife. For outdoor events, pyrotechnics, flammable equipment, loud speakers, or flying objects are prohibited without express permission. **Helium balloons or floating lanterns may NOT be used on the Park or in the building.**

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 or violations to these policies may result in loss of the damage deposit.

Doors and Building Temperature

Chehaw is not responsible for any excessive heat or cold caused by propping open the doors, and that the air conditioning/heating units may not be able to return the interior space to a comfortable temperature before the conclusion of the event. We ask that you do not keep exterior doors propped open.

Alcohol, Food, and Smoking

If you are selling alcohol at your event and/or your event is open to the public, all alcohol must be served by Chehaw staff. All alcohol served by Chehaw Staff must be sourced and provided by Chehaw. The last drink will be served 30 minutes prior to the conclusion of the event.

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.

Smoking or vaping is prohibited inside the Creekside building.

Chehaw offers alcohol services for additional fees. Please inquire about these services with the Guest Services Manager.



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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.

Clean-Up

All centerpieces, candles, and additional décor left by the rental party must be removed or discarded at the conclusion of your event.

Arrangements must be made in advance for items that need to be left and picked-up on the following day. If arrangements are made for rental items to be picked up the following day (tables, chairs, glassware, dinnerware, linens, kitchen equipment, etc.), items must be repacked/crated and stacked neatly by the rental party for pick up. Chehaw tables, chairs, etc. used during the event should be kept separate from outside rentals.

Leftover food/drink and all trash must be discarded or removed by the rental party. All boxes should be broken-down and all waste should be placed in the appropriate containers by the end of the event. On the day of your event, the Creekside Event Attendant will indicate where to have your guests place garbage for removal by Chehaw staff.

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. The client is responsible for ensuring that all guests and outside vendors are aware of the conditions of this agreement.

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

Renter Signature and Date

Print Name

Chehaw Representative Signature and Date



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Event Summary and Payment Schedule

Group or Event Name:				Gate Open		Gate Closed	
Type of Event:				Date		Date	
# Guests Expected:				Time		Time	
Event Times		Building Access Times				Date	
Start	End	Start	End	Time		Date	
Date		Time		Date		Time	
Date		Time		Date		Time	
Date		Time		Date		Time	

ITEM	COST	PAYMENT TERMS	DUE DATE
Saturday – Sunday Full-Day / Evening Event Rental Fee 8:30AM – 11:30PM	\$2,100.00/day Includes setup, kitchen access, & cleaning fee	50% due 90 days prior to reserved date	Date Damage Deposit Paid
Monday – Friday Full-Day / Evening Event Rental Fee 8:30AM – 11:30PM	\$1,300.00/day Includes setup, kitchen access, & cleaning fee	Remaining 50% due 10 days prior to reserved date	90 days prior 10 days prior
Monday – Friday Meeting Rental Fee 8:30AM – 5:30PM	\$1,050.00/day Includes setup, kitchen access, & cleaning fee		90 days prior 10 days prior
Damage Deposit	\$500 refundable*	\$500 due upon confirming reservation	
Bartenders (rate is per bartender)	\$15/hour	10 days prior to reserved date	10 days prior
Bar Set-Up Fee	\$30/day		10 days prior
Alcohol	Not fixed/ plus tax		10 days prior
AV Set-Up Fee	\$30		10 days prior

* Please be advised a \$250 cancellation fee will be assumed by the renter in the event of reservation cancellation or damages. Renter will forfeit the entire deposit of \$500 if cancellation occurs 30 days or less prior to the event in addition to the \$250 cancellation fee. Renter will forfeit 50% of the room rental fee in addition to the entire deposit of \$500 and \$250 cancellation fee if cancellation occurs 2 weeks or less prior to the event.



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Final Acknowledgement

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 and Date

Print Name

Renter Address

City

State

Zip

Telephone Number

Email Address

Chehaw Representative Signature and Date