

# The Little Church

5138 NE 23<sup>rd</sup> Street, 97211  
503-999-9644

## License Agreement

Renters Names.....

Event date..... May 13, 2016

Number of guests..... 60 guests

Total Rental Hours..... 8:30- 4:00pm (please detail below)

Set up hours: \_\_\_\_\_ Actual event hours: \_\_\_\_\_ Clean-up hours \_\_\_\_\_

BASE RENTAL RATE .....\$600.00

CLEANING FEE.....\$included

OLCC servers (\$35.00 per hour for first server; \$20.00 per hour for second).....\$N/A

Kitchen usage.....\$N/A  
(waived if using our preferred caterer)

BALANCE DUE.....\$600.00

50% DEPOSIT PAID.....\$300.00

### The following are due 2 weeks prior to your event:

OUTSTANDING BALANCE .....\$300.00

REFUNDABLE DAMAGE/CLEANING/LATE DEPOSIT.....\$n/a

LIABILITY INSURANCE

### PAYMENT DETAILS:

Please pay the outstanding balance and the refundable security deposit with two separate checks.

Make payment to: TLC EVENTS

Mail to: The Little Church, 5138 NE 23<sup>rd</sup> Ave, Portland, OR 97211

**Rental includes the following:**

- usage of 65 metal folding chairs
- usage of 6 (6) foot banquet tables
- sound system

**Terms & Agreements: (Please initial where required)**

For valuable consideration, receipt of which is hereby acknowledged, RENTER agrees as follows:

1. Space Rental. Owner hereby grants to Renter a limited and revocable license (the "License") to use the following space: \_\_\_\_\_ The Little Church (the "Space"). The License permits Owner to use the Space only on the Event Date, during the hours specified below, and only for the purposes set forth in this Agreement.

2. Event Date. The Event shall be held on **ABOVE LISTED DATE** (the "Event Date"), between the hours of **ABOVE LISTED HOURS**. Renter shall not have access to the Space at any time other than during these hours on the Event Date, unless Renter receives prior written permission from Owner.

3. Fees. Renter shall pay to Owner a base fee of \$ **600.00** (the "Rental Fee") for the use of the Space. Included in the total Rental Fee shall be a deposit of \$ **300.00** (the "Deposit"), which must be paid to Owner upon the execution of this Agreement. Owner shall have no obligations under this Agreement until the Deposit is paid in full. The remainder of the total Rental Fee is due in full **ON THE ABOVE LISTED EVENT DATE** (the "Payment Due Date"). If Renter fails to pay the full Rental Fee by the Payment Due Date, Owner shall have the right to revoke the License and to keep the full amount of the Deposit.

**CANCELLATIONS:**

A. All cancellations must be in writing

B. Cancellations made within (10) days of signing this Rental Agreement: All money paid is refunded less a \$100.00 administrative charge.

C. Cancellations made thereafter: 50% deposit is forfeited by Renter.

E. The Little Church may cancel the License Agreement at anytime if in The Little Church's reasonable discretion, The Little Church determines the Licensee's activities or those of its invitees or guests will be illegal, breach the peace, create a nuisance, injure property or persons, or damage The Little Church's reputation. The Little Church may cancel the License Agreement for any reason upon 30 days prior written notice to Licensee, in which case The Little Church will return deposit to Licensee and neither party shall have any further obligation to the other.

**LATE RATE:** \_\_\_\_\_ (initial)

If renter goes beyond above listed end time , a rate of **\$200.00 p/h** will be charged. All time is rounded to the closes half hour. Late fee will be deducted from DAMAGE/CLEANING deposit.

**PERMITS/LIABILITY INSURANCE**

Renter must provide Certificate of Liability Insurance 2 weeks prior to the event. This insurance certificate must explicitly state the following conditions:

A. \$1,000,000 Host Liquor Liability

B. \$1,000,000 Bodily Injury Liability

C. \$1,000,000 Property Damage Liability

D. The Little Church, Jeannette D'Antonio, Floyd LaBar officers, agents, and employees must be named as additional insured for any claim or claims resulting from or growing out of the Renter or event.

This insurance can be obtained through your own home owners insurance or through providers such as [www.theeventhelper.com](http://www.theeventhelper.com).

**ARRIVAL AND DEPARTURE**

Please show up on time to your event. **PLEASE DO NOT SHOW UP EARLY.** We will meet you to allow access into the space and provide an orientation, if necessary. You will be charged for the hours listed on your contract. If you do not show up on time, you will still be charged for the specified hours. We will also meet you at the designated conclusion time for your event.

Please be prepared to conclude your event according to hours specified. Any time over the specified hours will be charged at the late rate specified in your contract. **Time is rounded up to the closest half hour. There is a 10 minute grace period.**

Any rental requiring entrance outside of regular business hours will incur an additional \$25 per hour special open/close fee. These rentals are exceptional and must be approved by TLC.

### **GENERAL CLEAN-UP**

Licensee is responsible for:

- disposing of trash and recycling in designated garbage containers
- removing decorations, personal belongings, and boxes used to transport items to our facility at the end of your event.
- folding all chairs and tables in preparation for pick up

The Little Church will dispose all garbage generated from your event . If needed THE LITTLE CHURCH will deduct \$25 per bag of garbage that is not properly recycled. This charge will come out of your security deposit.

**CONDUCT** of all who participate in and/or are present at your event. The Little Church reserves the right to have unruly guests removed from the premises. Children younger than 13 years old should be in company of adults at all times. Please hire a babysitter if you will not be attending to young children. Management will be present at the time of your event and if children are not being supervised, management will step in to supervise at a charge of \$25.00 per hour. This charge will come out of damage deposit.

### **DECORATING AND FLOWERS.**

A. Please respect The Little Church grounds and structure.

B. You may not nail, staple, or tape to the walls unless you use blue painters tape.

C. No wild birdseed, wheat, lavender florets, flower petals, confetti, rice, bubbles, sparklers, or glitter are to be used either inside or outside the property. Only freestanding equipment or decorations may be used. Floral arrangements can be twist tied to sconces and chairs.

D. All décor and/or equipment **must be removed at the end of the event.** We cannot guarantee storage or the safe return of any items left on the premise after your event.

E. It is the RENTERS responsibility to return items to vendors or make arrangements for pick-up that day. \_\_\_\_\_(Initial)

F. Removal of any decorations by management will be charged at \$35.00 per hour.

G. Candles may be used only if they are enclosed in proper holders, flame is protected on all sides, and approved by The Little Church coordinator. Holders must also prevent wax from dripping on surfaces. Hurricane candleholders are advised

### **MUSIC**

Both live and recorded music is permitted, however the volume must be maintained at a level deemed acceptable by The Little Church. Amplified music must conclude by 10pm. Outdoor music must be set lower than inside music

Dj's/bands/musicians must sign The Little Church music contract prior to the event. If this contract is breeched, The Little Church personnel has the right to request that music is turned off.

Please respect that The Little Church is located in a residential neighborhood. Continued use depends upon the goodwill of our neighbors. Loud music will jeopardize our relationship with the community.

### **SMOKING:**

Prohibited in the facility and within 10 feet of all entrances, exits, and windows. Renter will be charged \$25.00 for any cigarette butts that must be picked up by TLC staff at the conclusion of the event.

### **HARMLESS CLAUSE:**

To the fullest extent allowed by Law, Licensee shall indemnify, defend, and hold, The Little Church, Jeannette D'Antonio, and Floyd LaBar and their agents harmless from and all costs, expenses, liabilities and damages, including attorney fees at trial and appeal (with counsel satisfactory to The Little Church) which may be charged against or incurred by TLC by reason of any personal injury or property damage suffered or claimed to have been suffered in any way from any accident or occurrence arising from the use or occupancy of the facility, premises, grounds adjacent thereto. Licensee and its invitees assume all risks associated with the activities. Licensee will not bring, , prosecute, or voluntarily aid any action at law or in equity, or otherwise prosecute or sue The Little Church or its predecessors, successors, assigns, or related or affiliated persons or entities either affirmatively or by way of cross-complaint, defense or counterclaim, or in any other manner pursuant to causes of action that arise out of the use of the licensed premises by Licensee, its agents or invites.

**Renter Acceptance of Terms:**

I, the undersigned, agree to rent The Little Church, as outlined above. I have read, understand and agree to abide by The Little Church terms and conditions of Rentals provided. By signing this agreement, I become responsible for complete and prompt payment of all costs incurred relating to use of this facility, and I further hold harmless The Little Church, Jeannette D'Antonio and Floyd LaBar, for any losses or damage to property or persons during the term of this rental.

**Renter Acceptance of Terms:**

Names: \_\_\_\_\_

Signatures: \_\_\_\_\_

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

**Contact Information:**

**RENTER #1:** \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

Email \_\_\_\_\_

Mailing address \_\_\_\_\_

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





