

Twelve01West

7th Floor Lounge Rental Agreement

RENTER'S NAME: _____ COMPANY NAME: _____

PHONE NUMBER : _____ EMAIL: _____

EVENT DATE: _____ EVENT TIME: _____ TYPE OF EVENT: _____

Renter agrees to pay a non-refundable **rental fee of \$250.00**. This charge will appear on your company's next monthly rent statement. Renter is responsible for reimbursing Company for this Rental Fee.

Renter is responsible for all damages, including lost or stolen property, to the 7th Floor Lounge/Outdoor Deck and its contents, furniture and fixtures.

Renter agrees to abide by all Rules & Regulations, local ordinances and state laws including, but not limited to, those referring to: liquor consumption of anyone under 21 years of age, use of drugs, alcohol or controlled substances, disturbing the peace, disorderly conduct, vandalism and theft.

Renter is responsible for the conduct of all guests. Twelve01West assumes no responsibility for Renter or their guests' property or safety. Renter must be present during the entire event.

Renter agrees to clean and restore the 7th Floor Lounge and Outdoor Deck to their prior condition immediately following their event.

Rules, Regulations & Policies for 7th Floor Lounge Rental

- Outdoor grills are available for your use. Please request grilling utensils from the lobby security desk. There is a \$100 fee for utensils not returned to the management office.
- A guest list must be provided to the Security Desk to ensure that only invited guests are permitted into the building. There is a fee of \$47 per hour after 6:00 pm M-F and all day Saturday and Sunday for security services.
- Noise must be kept to a minimum. Disturbances to other tenants at Twelve01West will result in a termination of your event.
- Food & drink are allowed. You must provide a certificate of insurance from any catering services. Your caterer must provide evidence of Dram or Liquor Liability insurance if serving alcohol.
- Please use the trash receptacles and/or trash room to properly dispose of any trash.
- All items must be removed from the refrigerator and cabinets. An additional cleaning fee will be incurred to remove items left in the refrigerator and cabinets.
- No items may be attached to the walls.
- No pets allowed.
- Smoking and illegal substances are prohibited and not allowed on the 7th Floor Lounge or Outdoor Deck.
- Access to the 7th Floor Fitness Center is not included in the 7th Floor Lounge Rental.
- Management reserves the right to terminate the event for violation of any rules outlined in this agreement or for any illegal activities.

Additional Fees:

- Lobby Security-\$47/hr after 6:00PM Monday-Friday and all day Saturday & Sunday
- HVAC-\$60/hr after 8:00PM Monday-Friday, after 2:00PM Saturday & all day Sunday.

I agree to abide by the Rules & Regulations set forth herein and assume all responsibility for personal injury and property damage or loss suffered by me and my guests in connection with the use of the 7th Floor Lounge and Outdoor Deck. I hereby hold harmless and indemnify Twelve01West, its Owners, Management, Employees and Agents from any loss, claims, or liabilities of any kind or nature whatsoever arising from personal injury or property damage incurred, or loss suffered by me or my guests in connection with the use of the 7th Floor Lounge and Outdoor Deck.

Renter: _____ Company Representative: _____

Date: _____ Twelve01West Management: _____