

DEER PARK MANOR STANDARD RENTAL AGREEMENT

Lessor and Lessee agree to the lease of Deer Park Manor
(the "Facility" or the "Premises") for the purpose of:

_____ (the "Event"), to take place on the _____ day(s) of _____, 20_____.

Name/Names _____

1. **Facility Defined:** The Facility refers exclusively to: Clubroom East, Clubroom West, outside gardens, terraces, outdoor 40x80 tented area, Performance Hall (with kitchen and bar), Mood Gallery, McArdle Conference Room, Clinch Median Center, surrounding lawn area, and accompanying restroom facilities.

2. **Event Time & Event Price:** Must circle one:

		<u>May-Oct</u>	<u>Nov-Apr</u>
Mon-Thu	9 a.m.-11 p.m.	\$200 per hour (min. 2 hours)	\$150
Fri & Sun	full day	\$3600	\$2600
Sat (Full day only, 9 a.m.- 11:00 p.m.)		\$4600	\$3600
Wedding Weekend (Includes Includes 3:00 – 10:00 p.m. on Friday plus 9:00 am – 11:30 p.m. on Saturday)		\$5200	\$4200
Wedding Weekend with Penthouse (Includes 3:00 – 9:00 on Friday and 9:00 a.m.– 11:00 p.m. on Saturday plus the Penthouse from 3:00 p.m. on Friday up to 10:00 a.m. on Sunday)		\$5800	\$4800

3. **Security Deposit:** A Security Deposit of **\$1000** shall be deposited by the Lessee. Payment of the Security Deposit secures the date of Lessee’s Event. Another **\$1000** is due one month after the deposit is made. Lessee may choose, without penalty, to cancel the Event for up to two weeks after tender of the Security Deposit; if Lessee cancels after two weeks the Security Deposit shall be forfeited in full. Security deposit will be subtracted from final payment two weeks before event.

4. **Payment Due Date:** Full Payment must be received 2 weeks prior to the day of the Event.

5. **Set-up & Take-down:** HOURLY ONLY (not packages) Event Time *Monday – Thursday) , Lessor, in its sole discretion, shall allow Lessee or Lessee’s guests or agents to use the Facility for setup or take down activities (“Set Up and Take Down Time”). Lessee shall pay \$50 an hour for Set Up and Take Down Time that would occur the day before or the day after the event. Set Up and Take Down includes such activities as catering setup and take down, arranging furniture, installing and removing decorations, post-event cleaning by Lessee etc.

6. **Alcohol:** Only servers licensed by the Indiana Alcohol and Tobacco Commission (ATC) may serve alcohol, and under no circumstances may anyone under the age of 21 or anyone noticeably intoxicated be served alcoholic beverages; the client’s alcohol server must obtain a Temporary Beer and Wine Permit from ATC. This policy includes the rehearsal dinner.

7. **Smoking:** No smoking is allowed indoors. Smoking is allowed on the outside patios and North drive only (not under the tent). Please be sure all cigarettes are extinguished in the provided and appropriate containers. If smoking occurs indoors, Lessee will be charged \$150 in addition to any damages or extra cost of cleaning.

8. **Fireworks & Candles:** No fireworks or sky lanterns are allowed. Sparklers are permissible and need to be discarded in provided metal bucket after use. Candles must be attended and in appropriate containers.

9. **Smallest Billing Increment:** For all purposes in this contract, the smallest billing increment is two hours.

11. **Parking:** Designated parking is in the front parking lot of the Manor House building ONLY. If additional parking is necessary, please contact the management for further instruction regarding parking on the gravel area to the North of the Manor House. If event is over 100 guests, Lessee is asked to have someone to help direct traffic.

12. **Inside Capacity:** The maximum inside capacity is 150 persons for a ceremony and 130 for a sit down dinner/reception.
13. **Outside Capacity:** 150-160 guests can fit comfortably under the tent for a sit down dinner.
14. **Responsible Use & Noise:** The Lessee agrees to use the facilities only for the purpose stated above and in a responsible manner that will not cause any damage or create a nuisance of any kind. The Lessee agrees to abide by City of Bloomington Noise Ordinance to keep all noise/music at a level so as to meet this ordinance. All music must end by 10:30 p.m. per this ordinance, unless arrangements have been made to have music inside the facility only after 10:30 p.m. and music is kept at a level that does not violate this ordinance.
15. **Indemnity:** The Lessee releases and agrees to indemnify the Lessor against any liability for person or property occurring on or about the leased premises during the period of the lease, resulting from any cause. Lessor is not responsible for any lost or stolen personal or rented items.
16. **Pool Floor Charge:** During the period November 1 to May 1 if Lessee desires to use the structural pool cover there shall be an extra cost of \$600.

This agreement made and entered into this _____ day of _____, 20____ by and between

Deer Park Management, Inc ("Lessor")

and _____, ("Lessee").

Email address: _____

Phone number: _____

Signed By:

Lessee

Lessor, Deer Park Management, Inc