



Conference Room Rental Agreement

Renting Party

Name _____ Contact Person _____

Billing Address _____

Contact Phone _____ Contact Email _____

Function Information

Function Date _____ Setup Time _____ Start Time _____ End Time _____

Title of Function _____ Approx Attendance _____

Room(s) being utilized _____

Special Requests _____

Rental Charge _____ Hosting Fee _____ Total Rental Charges _____

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between the Renting Party ("Group") and the Bradshaw Centre (BC), Fourth Street Rentals, LLC having its address at 324 S. Husband Street, Stillwater, OK.

1. **The Agreement.** BC agrees to allow Group to use the room(s) designated in the rental application for the event described on the completed application form, which is attached hereto and incorporated herein, only for such event and incidental activities thereto and no other purpose. BC will make such space available in accordance with the guidelines set forth on the completed application form. Further,
 - a. This Agreement sets forth the essential features of the arrangements made, and the specific details as so registration, handling of material, special services, accounting, publicity and other matters established to the satisfaction of both parties prior to or during the meeting.
 - b. If BC is unable to accommodate Group in accordance with the guidelines on the completed application form, BC will notify Group immediately and shall return any deposit amount to Group.
 - c. In the event a disabled person or persons shall attend a function in the building, BC agrees it will work with Group to provide all reasonable accommodations to meet the needs of the attendees.

2. **Deposits to BC.** Group shall deposit with BC \$50.00 with the completed application form. Such deposit shall be applied to Group's account with BC for the function.
3. **Payable to BC upon receipt of final billing, Group** agrees to pay BC:
 - a. A rental charge of \$ _____ per day, for a total of \$ _____; and,
 - b. A host/hostess charge of twenty dollars (\$20.00) per hour for all functions beginning before 8:00 a.m. and continuing after 5:00 p.m. weekdays. In all events a host/hostess representing BC will be on-site; and
4. **Group's Obligation.**
 - a. Group will give BC a minimum number of persons attending each function at least forty-eight (48) hours prior to the function.
 - b. Group is responsible for the protection of walls, furnishings, and carpeting in the meeting rooms to prevent damage, both during preparation and continuation of activities. Damages or loss to the premises caused by Group and/or its employees will be billed to Group.
 - c. No item will be attached to floors, walls, ceilings or other areas of the meeting rooms or lobby areas without prior approval from BC.
 - d. Group will not permit any event attendees to smoke anywhere in the building, and will inform all attendees of this expectation.
5. **Food and Beverage Requirements; Catering.** BC can provide non-alcoholic beverages when requested on the Rental Application Form. When alcoholic beverages are included in the function, the Group will provide bartender(s) or Caterer(s) with proof that all liquor servers are licensed bartenders and the Group/ caterers provides satisfactory proof of insurance to BC including but not limited to liquor liability insurance, at least 10 days in advance of function. Any contract caterers utilized for functions onsite must provide a certificate of auto, comprehensive general liability and worker's compensation insurance to BC for review at least 10 days prior to the event.
6. **Indemnification and Insurance.** BC and Group agree to carry adequate liability and other insurance protecting themselves against any claims arising from any activities conducted in the Bradshaw Centre during the meeting. Group agrees to provide evidence of insurance that is acceptable to BC prior to the event. BC and Group each agree to adhere to all local, state and federal laws which may apply to Group and its activities in the Bradshaw Centre.

Group agrees to indemnify and hold harmless BC, its directors, officers, employees and agents, against any and all losses, liabilities, judgments, awards and costs (including legal fees and expenses) arising out of or related to any use or activity of the facility by Group, including but not limited to service of alcoholic beverages by Group, or liquor liability, or to any bodily injury or property damage to Group's employees, guests, invitees or any other third party arising out of use of the facility. Group shall defend and settle at its sole expense all suits or proceedings arising out of the foregoing, provided that BC shall give Group prompt notice of any such claim of which it becomes aware. No settlement shall be made without the prior written consent of BC. In all events, BC shall have the right to participate in the defense of any such suit or proceeding through counsel of its own choosing.
7. **Cancellation and Termination Provisions.** The performance of this license agreement by either party is subject to acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or other emergency making it inadvisable, illegal, or impossible to make available the Bradshaw Centre or hold the meeting. This license agreement may be terminated for any of such reasons by written notice from one party to the other. This agreement may not be canceled by Group for the sole purpose of meeting in any other facility or city or by BC for the sole purpose of accommodating any other group.

Subject to the foregoing, the Group may cancel the event at any time up to 4:00 pm the business day in advance of the event and shall receive a refund of the Group's deposits. If after 4:00 on the business day prior to the event 50% of the total rental charges will be retained, or due as a cancellation penalty.

8. Other Terms.

- a. Use of the facility in no way implies endorsement of the program by the Bradshaw Centre ownership or management. Furthermore, the use of the Bradshaw Centre logo is strictly prohibited unless written permission is given. Group will use only the designation "The Bradshaw Centre" and the BC address to describe the location of the event or function. BC reserves the right in its sole discretion to reject any Group or event inconsistent with the best interests of the ownership or management or any Group or event not conducting a business-oriented meeting.
- b. No supplement, modification, amendment, or waiver to this agreement shall be binding unless executed in writing by the parties.
- c. Failure of either party to exercise any right hereunder shall not constitute a waiver and shall not impair the exercise of such rights at any later time.
- d. In the event that suit is brought by either party under the provisions of this license agreement, the prevailing party in suit brought under this license agreement shall recover reasonable attorney's fees.
- e. This license agreement and completed application form constitutes the final, written, entire agreement between the parties and supersedes entirely any prior or contemporaneous representations, understandings, negotiations or agreements, whether written or unwritten, between the parties.
- f. This license agreement shall bind and inure to the benefit of the parties, their heirs, executors, administrators, successors, and assigns.
- g. The captions are solely for the convenience of the reader and shall not be used in any manner to construe or limit this license agreement.
- h. The Bradshaw Centre is a non-smoking, non-vaping facility. No such use is allowed in or on the premises or grounds of any kind. Any item involving a flame must be approved in writing by the Bradshaw Centre leadership team.

The signed original of this agreement must be returned to the Bradshaw Centre by _____. Until receipt of this signed agreement, all space will be held on a tentative basis only.

IN WITNESS WHEREOF, the parties have executed this agreement.

Renting Party Name

Signed _____
Printed _____
Title _____
Date _____

The Bradshaw Centre, Fourth Street Rentals, LLC
Signed _____
Printed _____
Bradshaw Centre Management
Date _____