

Rental Agreement & Contract

Event Name: _____ Event Date: _____

Client/Corporation Name: _____ Number of Guests: _____

Renter's Address: _____ City: _____

State: _____ Zip: _____ Primary Phone: _____

Email _____

NOTE: Rental time is based on ten (10) hours, (includes 3 hour set up and 1 hour teardown for a 6 hour event) which is inclusive of load-in and load-out. Additional time, if needed or requested, is subject to additional fees.

Catering Load in/Set up: from _____ am/pm to _____ am/pm

Event Time: from _____ am/pm to _____ am/pm

Load Out: from _____ am/pm to _____ am/pm

A signed contract and date-hold deposit of 50% of total rental fees is due at time of booking. **NO REFUNDS WILL BE ISSUED FOR ANY REASON AT THE TIME OF DEPOSIT & CONTRACT.** When deposit is submitted, the venue is held for your event, and Creekside Place Akron can no longer market the venue for rental. The renter or payee understands that **NO REFUNDS** can be given for any reason.

The balance of your rental fee is due ninety (90) days prior to your event unless you are booking the venue within 60 days of your desired date. 100% of your total rental fee is due and **NON-REFUNDABLE** if you are booking within 60 days of desired date.

- Ceremony Site Rental Fees are due in full no later than ninety (90) days prior to your event. **NO REFUNDS.**

PRICING

Sunday Rental Fees	
Peak Season (May – November)	Off Season (December – April)
\$6,500	\$5,500
Friday, Saturday and Holiday Rental Fees	
Peak Season (May – November)	Off Season (December – April)
\$9,000	\$7,500
Monday – Thursday Rental Fees	
Peak Season (May – November)	Off Season (December – April)
\$4,000	\$3,500

Total rental fees \$ _____ Total Ceremony Fees \$ _____ **Contact/Renter's Initials:** _____ Date: _____

Vendors/service providers will not be permitted access to the facility prior to or after the agreed upon rental period. Renter shall be responsible to coordinating with service providers. Additional set up time is available at \$200 per hour plus caterer's staffing fee.

- A copy of your “**Special Event Liability Insurance**” (see “Insurance” section on page 2) is due no later than ten (90) days prior to your event.
- Any additional costs that arise will be due within thirty (30) days of your event.

Payments should be made to “**Creekside Place Akron**” by CHECK ONLY. **NO REFUNDS** of the space rental fees will be given for any reason, as your agreement to rent the venue listed above on this date may cause the loss of additional bookings or business.

SIGNATURE (Name must be listed above)

Acknowledged, agreed and authorized by Primary contact/renter: _____ Date: _____

SIGNATURE

Acknowledged and agreed by Mapleside Valley, LLC & Officers: _____ Date: _____

Please initial and date the following pages.

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements for using the facility for your event to provide as safe an environment as possible and keep the venue rented as a well-maintained and safe location for future use.

DEPOSIT/RENTAL FEES

A signed contract and date-hold deposit in the amount of \$_____ 50% of total rental (per each 10-hour rental period) must be received to reserve your date(s) and time(s). The balance of your space rental fee is due ninety (90) days prior to your event. Ceremony Site Rental Fees are due in full ninety (90) days prior to your event. Any additional costs that arise will be due within thirty (30) days of your event. No terms are implied or granted, and no work will be allowed to commence until full payment is received.

INSURANCE

“Special Event Liability Insurance” can be purchased through your homeowners insurance and a copy should be submitted to Creekside Place Akron no later than 90 days before your event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring Creekside Place, its owner, officers, managers employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, including appurtenances to the premises' parking lots and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$1 million. “**Creekside Place Akron**” **shall be named (Listed) as an additional insured of said policy clearly on the certificate.**

ALCOHOL POLICIES

NO ALCOHOL is to be served by any person, guest, contractor, outside entity or the renter/host themselves. Only Creekside Place Akron has the legal ability to purchase or serve alcohol. Bar packages may be selected through A Taste of Excellence. All alcohol will be purchased by Creekside Place Akron. A Taste of Excellence staff selected by Creekside Place Akron may serve the alcohol at your event. It is illegal for any alcohol to be brought onto the grounds of the facility from any outside source, including your guests. Creekside Place Akron reserves the right to expel any person discovered with alcohol from an outside source.

SECURITY SERVICE

At any event serving alcoholic beverages a professional Security Guard is required to be scheduled on duty no less than 30 minutes before and 30 minutes after the scheduled time of the event at the sole cost of the renter. At the signing of this contract Creekside Place Akron will schedule security at a cost of \$300.00 per event up to 8 hours (If your event is longer than 8 hours an additional charge of \$50 per hour after 8 hour timeframe will apply) and will be itemized on their invoice. The security guard will have the right to enforce all policies, terms and agreements outlined in this contract.

Security Fee: _____

Contact/Renter Initials: _____ Date: _____

LIABILITY

Renter agrees to indemnify, defend, and hold **“Creekside Place Akron,”** its owners, landlord, building owners, officers, manager, employees, contractors and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including, but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at **“Creekside Place Akron”**

In the event **“Creekside Place Akron”** its owners, landlord, building owners, officers, managers, employees contractors and/or agents are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay **“Creekside Place Akron,”** its owners, officers, landlord, building owners, employees contractors and/or agents all reasonable attorney fees, court fees, and costs of suit incurred by **“Creekside Place Akron,”** including all collection expenses and interest due.

Contact/Renter Initials: _____ Date: _____

CATERING STANDARDS

Creekside Place Akron works with the area’s premier catering company **“A Taste of Excellence.”** They are familiar with our regulations, policies, and procedures. Other catering companies may be permitted with prior authorization.

Insurance—Any contractors working at our venue are required to have a valid certificate of insurance **naming “Creekside Place Akron”** as an additional insured, which must be delivered at least one month prior to the event.

On-Site Residence

A portion of Creekside Place Akron is occupied by a personal residence. **THERE ARE ABSOLUTELY NO GUESTS ALLOWED** within 25’ of the residence. Failure to adhere to this **STRICT** policy will result in your violating guests **IMMEDIATE** removal from the property

SITE DECORATION

Creekside Place Akron wants to make every event a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of Creekside Place Akron rearrange and move any furnishings, including, but not limited to, artwork, lamps, antiques or seating. **NO** nails, screws, staples or penetrating items are to be used on our walls or floors. No straw or hay bales are allowed in doors. **NO glitter, rice, fake petals or confetti is allowed on site.** Any damage will be charged after your event.

OPEN FLAME is NOT permitted inside any of the venues at Creekside Place Akron.

Contact/Renter Initials: _____ Date: _____

DAMAGE WAIVER

The damage waiver will be attached to this contract, filled out and signed by the renter listed on this contract.

CONDUCT

There is absolutely no drug use of any kind tolerated on premises including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as birthday parties or school events, we prefer that underage individuals do not have in-and-out privileges. Conduct deemed disorderly at the sole discretion of Creekside Place Akron staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases, **NO REFUND** of the event costs shall be made.

PROHIBITED AREAS AT CREEKSIDE PLACE AKRON

Photos may only be taken in areas rented for your Ceremony Site or within the Venue Facility itself. Creekside Place Akron asks that renter, guests, photographers, rental companies or any other contractors DO NOT wander off the designated rented area onto other parts of the property. NO ONE, INCLUDING THE RENTER, GUESTS OR CONTRACTORS, MAY ENTER THE RESIDENT AREA ("area" equals any distance within 75' of the residence) FOR ANY REASON. Renter, guests and/or contractors shall not use any images of the private residence in any media posts, including, but not limited to: social media, event photographs, marketing literature of any nature including digital and/or print. To ensure the safety of you, your guests and the employees, only Creekside Place Akron owners or employees will have access to these restricted areas on the property.

LIVE MUSIC/DJs/NOISE

Creekside Place Akron encourages music and lots of dancing! However, please be aware that our onsite management has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. Loud music must end by 11 p.m.

CANCELLATION

Date-hold deposit and all other rental fees/balances are absolutely **NON-REFUNDABLE** for any reason whatsoever.

Contact/Renter Initials: _____ Date: _____



LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the 10 hour designated timeframe given by Creekside Place Akron and A Taste of Excellence. If there is an event prior to yours, a timed delivery will be required. **Creekside Place Akron is not responsible for checking in or handling any items brought into the venue by rental companies.** All external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative. **NO storage is available anywhere on the property.**

EQUIPMENT & DECORATION REMOVAL

All equipment and decorations must be removed immediately following your event. Creekside Place Akron will NOT be responsible/liable for any items (personal belongings, equipment, rentals, etc.) left after your event rental period has concluded. You must make arrangements to have all of your belongings removed from the venue at the conclusion of your event. Items CANNOT be left inside the building over night for pick up the next day. **NO EXCEPTIONS WILL BE MADE FOR ANY REASON.**

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable Bath Township, Summit County, State of Ohio, and Federal laws, and shall conduct no illegal act on the premises. This is a drug-free facility. Renter shall not provide or sell alcohol on premises at any time. Creekside Place Akron will report to the authorities any alcohol illegally served to minors on the premises at any time by renter, renter's guests or any other entity/person not contracted or working for Creekside Place Akron. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Creekside Place Akron reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or insurability of Creekside Place Akron or the safety of its staff, guests, or building contents.

Contact/Renter Initials: _____ Date: _____

ENTRY AND EXIT

Renter agrees that Creekside Place Akron, Creekside Place Akron's contractors and staff may enter and exit premises during the course of the event. A managing representative of A Taste of Excellence (Event Captain) will be on site during your entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly. They will also be checking the bathroom and the overall premises, and will be replenishing hand towels and toilet paper.

LOST AND FOUND

Creekside Place Akron will NOT take responsibility for any personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to thirty (30) days. Every attempt will be made to return any recovered item to its rightful owner.

GUEST PARKING

Creekside Place Akron offers very limited parking (room for approximately 50 vehicles). However, we have a relationship with a great valet company that understands and accommodates the uniqueness of our property. If this is a service you're in need of, they'll be able to provide quick valet parking and return of your guests vehicles.

We are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the historic nature of Creekside Place Akron by making an appointment with our staff through bmadden@msixmarketing.com or (216) 402-2222.

Contact/Renter Initials: _____ **Date:** _____ **THANK YOU** for choosing Creekside Place Akron!

Questions? Contact Brian Madden @ (216) 402-2222 or bmadden@msixmarketing.com