

Cloverdale Quarters Event Center Contract

*1120 Cloverdale Trail, Sutherlin, Virginia 24594
Phone: 434. 203.9215*

This AGREEMENT made this _____ day of _____, 20____ between _____, Lessee and Cloverdale Quarters.

This document is intended to be a legally binding agreement for both Cloverdale Quarters and the above-mentioned client. The purpose of this agreement is for conference meeting space and event services at Cloverdale Quarters.

WITNESSETH: That Owner hereby leases, lets, and demises to Lessee, and Lessee hereby takes and hires from Owner, upon and subject to the terms, conditions and provisions hereof, that a certain dwelling known as the Cloverdale Quarters Event Center (herein after called "Events Center") located at 1120 Cloverdale Trail, Sutherlin, VA 24594. **CLOVERDALE QUARTERS IS NOT RESPONSIBLE FOR ANY VALUABLES LEFT ON PREMISES. Cloverdale Quarters reserves the right to survey the premise during the function. Routine checks will be conducted during the duration of the event.** Please notify a Cloverdale staff member for any problems that may arise.

All parties whose names are signed to this agreement shall be jointly and severally liable to the owner for rent as well as deposits required herein. Furthermore, all parties shall jointly and severally liable to Owner for any damages because of defaults by Lessee.

COMPLIANCE WITH THE LAWS OF STATE OF VIRGINIA-It is the intention of the Owner that this agreement follow the laws of State of Virginia and that any rights and remedies contained herein shall be cumulative of any rights or remedies specified under the laws of the State of Virginia.

PAYMENT OF RENT as provided herein to Owner shall be without any setoff or deductions whatsoever. Effective: _____ 20 ____ . Lessee agrees to the amount set forth below:

To confirm this space on a definite basis, please sign and return with a 50% non-refundable deposit. Checks should be made payable to: Cloverdale Quarters. Credit cards are accepted will incur a 3% processing fee.

An additional deposit of \$ 500.00 and the remaining balance is due two months (60 days) prior to the event. The insurance is also due if liquor is being served. The \$500.00 will be returned if facility is left clean and in good condition, and does not need excessive cleaning beyond normal use after your event. The deposit will be returned within 30 days from event.

Cancellation Policy

If a cancellation occurs, both parties agree to the assessment schedule as follows:

60 days more -- 50% of estimated revenue (deposit) will be charged.

16-59 days – An additional 25% of estimated total revenue will be charged.

15 days or less – 100% of estimated revenue will be charged.

CHARGES are included with venue price:

___ Event Center: _____ plus VA sales tax 5.3%

___ Kitchen Use: (**appliances to be left in same condition as upon arrival, everything clean and put back in original spot.**)

___ Air conditioning or heat the day of event, if required

___ Lessee is responsible for cleanup and trash removal.

___ 5000-watt stereo system needed. (Monitored by Staff only)

___ TVs if needed

___ Propane heaters

___ Fireplaces

___ Tablecloths

Miscellaneous Items:

Smoking: Cloverdale Quarters prohibits smoking in all buildings. Cigarette butts must be disposed of in cigarette butt receptacles. (.50 cent is charged for every cigarette butt we must pick up. Will be taken out of deposit.)

Glitter/Confetti: Glitter or finely cut confetti is not permitted in or outside the building. Any glitter or confetti used will be subject to a cleaning fee of \$50.00 per hour.

Candles: Candles which are semi-enclosed within a votive or other holder are permissible. The client shall be responsible for extinguishing all candles, as well as any damage caused by such candles.

Balloons: Latex balloons are permitted, but must be secured with weights. There will be a \$75.00 removal fee for balloons which have floated to the ceiling of the building.

Damages:

The client will accept full responsibility for any actions of their individual attendees, or independent contractors arranged by the host and shall reimburse Cloverdale Quarters immediately upon demand for any losses or damage because of the group or individual's actions.

Indemnification:

The client agrees to indemnify and hold harmless Cloverdale Quarters for all loss, damage, or expense (including attorney's fees) arising from negligence or willful misconduct, its agents and employees in the performance of its duties under this agreement.

NO OUTSIDE DOGS ALLOWED ON PREMISES

NO OFF-ROAD VEHICLES TO BE BROUGHT ONTO PREMISES

FOR INJURY TO PROPERTY OR RIGHTS OF OWNER caused by negligence or fault of Lessee, Lessee(s) agents, family or guests, lessee agrees to reimburse Owner promptly in the amount of the loss. Lessee also agrees to pay for repairs and services to plumbing when trouble is caused by the Lessee(s) family, or guests.

LESSEE WILL SEE THAT THE CONDUCT of himself, his family, and his guests is never disorderly, that it does not disturb or interfere with the right, comfort, or convenience of other persons on or around the premises, that it is not unlawful or immoral. We prefer NO ALCOHOL, but if you must, lessee must have insurance for the event listing William Larry Miller, Sue Leggett Miller, & Cloverdale Quarters as additionally insured with a non-subrogation clause. OWNER is not responsible or liable for any person's actions or problems resulting in the use of alcohol, beer, wine, etc., who attend functions at 1120 Cloverdale Trail, Sutherlin, VA, 24594. Owner supplies trash bags, paper towels and bathroom tissue. Lessee should supply all serving dishes, paper plates. As for cleanup, make sure floor is picked up, mopped if sticky from spills, all trash is emptied and put into green receptacles on side of barn. All debris must be cleared before leaving the premises and everything arranged back in the order it was received. All furniture and accessories may not be moved unless given prior permission. Kitchen should be left clean by caters. All chairs and tables stacked back in good condition as given. All food must be disposed of and carried away from facility. Lessee will monitor D.J. and make sure they are NOT playing music at extreme levels. Music should cease at 11:00 pm. The event needs to be shut down and evacuated by 12:00 a.m.

OWNER request that you take care of this facility as if it was your own property because this is a family gathering place and not public. **Address where deposit is to be mailed to:**

Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Email: _____ Cell number: _____
Phone: _____ Fax: _____
Dates Reserved: _____
Total Number to Attend: _____

(Children will be Lessee responsibility always. Children are not to be let loose in lounge or in general, must be supervised always, a sitter is recommended).

- **Lessee must let Cloverdale Quarters know how many tables, chairs and linens needed by Wednesday before event.**
- **Lessee must let Cloverdale Quarters know in advance if TVs and stereo system are needed.**
- **Deposit will be kept if facility is not left clean and in condition as received.**

FEES will be deducted from the \$500 deposit that is due 60 days before the scheduled event:

\$200.00 to clean and mop kitchen if needed.

50.00 to sweep debris from floors

50.00 to move furniture & accessories back to original places

150.00 to stack tables& chairs back.

50.00 to empty trash into green receptacles on side of barn
*** Tablecloths must be returned clean and free of stains.**

Event Center	Amount	Sales Tax
Basic Price	\$2500.	\$132.50
Refundable \$500 deposit	\$500.00	No
Limousine arrangements	No	No
Overnight accommodations	NA	No
Total due	\$2632.50	
Amount paid to secure date	\$1250.00	
Amount due	\$1382.50	

Contract to lease Cloverdale Quarters – only includes building proper.
(Will need a signed certificate of Insurance from Business or Corporation leasing)

1. Signature of Authorized Lessee: _____
Date: _____

2. Signature of Authorized Lessee: _____
Date: _____

Signature of Authorized OWNER: _____
W. Larry Miller, Jr. or Laurie W. Miller
Date: _____

