

EVENT SPACE RENTAL AGREEMENT AND CONTRACT Agreement made on _____, 20____, by and between CFTW and _____, referred to as "Client".

Client agrees to hire, and CFTW agrees to make available the use of the event hall located at 401 15th Ave Newark, NJ 07103 with the following terms and conditions.

Date of Event: _____

Type of Event: _____

Set-up starting at: _____

Event starting at: _____

Event ending at: _____ Clean-up ending at: _____

Total Hours: _____ Number expected: _____

Client Name: _____,

Client Address : _____,

Client Phone: _____, Client Email: _____.

3,000 square feet space with seating for 150 or more, accommodates 150 comfortably.

All rental fees listed below are subject to change due to time of year, and hours of events. A signed contract and date-hold deposit of ½ the total fee is due on day of booking.

The balance of your space rental fee is due thirty (10) days prior to your event.

Security: \$200 will be held for damages should they occur.

Cancellation: Deposit is non-refundable. No refunds of the space rental fees thereafter will be refunded if canceled 10 days prior to an event, as your agreement to rent CFTW may cause the loss of additional bookings or business. If circumstances beyond the control of CFTW force us to cancel your reservation, CFTW will refund all sums paid. If the full rental payment is not received 10days prior to your event, CFTW reserves the right to cancel your reservation without a deposit refund.

Payments: should be made in Cash or in certify Check. (All rental fees listed below are subject to change due to time of year or at the discretion of CFTW)

Clean up: An additional \$200 is required for clean up (will be refunded 2-3 days after the event)

Cost: Weekday Event Rental (Mon – Sat 10am-11:45 pm and Sunday after 2pm-11:45pm)
_____ \$1000 Space Rental with Tables, Chairs

Additional charges:

tablecloth: solid white \$50 ☐

chair cover colors: \$100

white / Gold ☐

solid white ☐

blue ☐

pink ☐
purple ☐

Sound System \$150 ☐

TV/Projection screen \$30 ☐

360 Automatic Rotation camera booth ☐

Smoke-Free Facility: CFTW is a smoke-free facility. There is no cooking or frying allowed on site.

Any guests violating the smoking restrictions will be asked to leave the premises by the event staff.

Attorney fees: In the event CFTW retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Client agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

Lost and Found: CFTW takes no responsibility for personal effects and possession left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

Catering, Cleaning, Trash and Equipment Removal: CFTW event center will be in a clean condition prior to your event. Upon additional planning with CFTW, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space to the **same clean** condition in which it was found, unless payment for clean-up was made. Otherwise, all trash must be collected, properly bagged and removed by the renter or the caterer and the furniture must be rearranged. All rental equipment must be removed that night unless approved otherwise by CFTW. Site

Decoration: CFTW wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that you do not drag the tables/chairs and scratch the ceramic tiles.

No nails, screws, staples or penetrating items should be used on our walls, brick or fine wood. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the renter will be charged.

City, County, State and Federal Laws: Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises.

This is a drug free and non-smoking facility at all times, NO EXCEPTIONS.

Client shall not sell alcohol on premises at any time.

Client may not serve alcohol to minors on the premises at any time.

Client agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. CFTW 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 CFTW or the safety of its staff, guests, or building contents.

Liability: Renter agrees to indemnify, defend, and hold CFTW, its landlord, building owners, officers, employees, 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 client, its employees, and agents of alcoholic beverages at CFTW

Conduct: There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building 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. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of CFTW staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

Client signature: _____

Date: _____

CFTW manager signature: _____

Date: _____