

# RENTAL CONTRACT

Artifacts 302

This contract is to serve as a binding rental agreement between the owners of Artifacts 302 located at 302 E. Main Street, Farmington, NM and the renter of the designated event space within the 302 E. Main Street premises.

**Kind of Event:** \_\_\_\_\_

**Date and Times of Event:** \_\_\_\_\_

\*Earliest move-in time for event is **6:00pm Mon-Fri / 4:00pm Sat.**

**\*Make sure to include set-up time and break-down time as part of your event time.**

**Number of Guests Expected:** \_\_\_\_\_

**Rental Fees** (based on number of guests and arrangements): (**check one**).

\_\_\_\_\_ \* 10 - 40 guests /\$150/hour

\_\_\_\_\_ \* 40 - 80 guests /\$250/hour

\_\_\_\_\_ \* 80 -125 guests /\$300/hour (we will help rearrange furniture)

**\*A \$100 non-refundable deposit** is required to reserve your event date.

Number of hours (\_\_\_\_) x fee (\$\_\_\_\_) \$ \_\_\_\_\_

Bake shoppe \_\_\_\_\_

Sound equipment \_\_\_\_\_

**Total cost for space rental** \_\_\_\_\_

**Less deposit** \_\_\_\_\_

**Total due:** \_\_\_\_\_

1. **\*Payment in full** must be made before event set-up (unless confirmed with by event host) **We will call prior to the event confirming the information.**

**\*Maximum occupancy for event is 125**

**\*The use of our kitchen facilities by the lessee is prohibited.** Use of the coffee shop counter is permissible with **prior approval.**

2. The use of flame/fire of any kind is strictly prohibited with the exception of food warmers. This includes candles, cigarettes, cigars, fireworks etc. **NO GLITTER, NO CONFETTI. (That includes confetti-filled balloons).**

**\*\*\*THE USE OF GLITTER AND CONFETTI WILL RESULT IN AN ADDITIONAL \$50 CLEANING FEE\*\*\***

3. The renter shall provide **certificate of insurance** for the event of at least \$1,000,000 per occurrence of general liability and include Artifacts 302 as additional insured. If alcoholic beverages are served it is required that **liquor liability** be added to the event insurance policy. **Proof of insurance** should be provided to Artifacts 302 prior to event.

4. **Event set-up:** \*Please inform your **event planner, a caterer,** and/or **DJ** and others about contract rules, set-up times and clean up. If they have additional questions, please have them contact us.

5. We can provide extra amenities to accommodate your event.

\*The Studio Bake Shoppe can provide coffee, espresso, teas, Italian sodas as well as our usual menu of baked goods. Arrangements need to be made prior to the event. **Additional fee of \$50**

\*We can provide certain items that you may have forgotten for **no additional fee.**

- \* Eight 8ft white long tables
- \* Grey foldable chairs
- \* Refrigerator and freezer
- \* Eight **8ft** white long tables
- \* Bluetooth speaker / Microphone system (**additional fee \$30**)

**\*\*\*TERMS OF THIS AGREEMENT ARE LEGAL AND BINDING BETWEEN THE TWO PARTIES LISTED BELOW\*\*\***

**Person Responsible for Payment:** Contact info (Phone#, email, mailing address)

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**Phone#:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Artifacts 302 Representative

Date

**CONTACT US**

**ARTIFACTS 302: (505)-327-2907**

**Business hours: M-F 8am-5pm Sat. 8am-3pm Closed on Sunday**

**EVENT COORIANIOR: (505)-716-9115 [ccchurchill23@gmail.com](mailto:ccchurchill23@gmail.com)**

**\* Text, call, email event coordinator\***