

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: _____

1. **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 (\$____) \$ _____

Less \$100 deposit _____

Bake shoppe _____

Sound equipment _____

Total cost for space rental \$ _____

***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.**

For an additional fee will you want the Coffee Bar to be open for your event, Yes / No? (\$50)

*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.**

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

*We can help in providing certain items that you may have forgotten for **no additional fee.**

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, confetti, or helium balloons is permitted (including confetti-filled balloons).**

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

3. **Maximum occupancy for event is 125.**
4. 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.
5. **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.
6. We can provide extra amenities to accommodate your event.
 - * Eight 8ft white long tables
 - * Grey foldable chairs
 - * Refrigerator and freezer
 - * 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#, mailing address)

X _____ Date: _____

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)-360-6913 ccchurchill23@gmail.com

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