

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.**
- * Sundays are available earliest time to move in for event is 10am**
- *Make sure to include set-up time and break-down time as part of your event time.**

***Maximum occupancy for event is 125**

Number of guests expected: _____

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

- _____ * 10 - 40 guests /\$200/hour
- _____ * 40 - 80 guests /\$250/hour
- _____ * 80 -125 guests /\$300/hour

***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 \$100 deposit _____

BALANCE DUE: _____

***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.**

If you exceed your time by more than 35 minutes you will be charged for \$100 for the time you went over.

1. **The use of our kitchen facilities by the lessee is prohibited.** Use of the coffee shop counter is permissible with **prior approval.**
2. *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**
3. **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*****

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, DJ and others** about contract rules, set-up times and clean up. If they have additional questions, please have them contact us.
6. **Clean up: We ask you take all decorations that you brought with you** (check with event host if you are not wanting to take something.) **We also ask for you to take out your own trash** (ask event host for more trash bags) **The dumpster is located on the north side of the building on wall avenue.**
7. We can provide items to help accommodate your event.
 - 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)

Phone#: _____ **Email:** _____

X _____ **Date:** _____

Artifacts 302 Representative

Date

CONTACT US

ARTIFACTS 302: (505)-327-2907 website: Artifacts302.com

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

EVENT COORIANIOR: Cheyenne (505)-360-6913 ccchurchill23@gmail.com

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