



This Venue Rental Agreement is made on this _____ day of _____, _____ by and between ***Glass Factory, LLC*** (herein called the Lessor) and _____ (herein called the Lessee).

The location of the premises is **313 W. Huntington Ave., Jonesboro, AR 72401.**

The term of this agreement shall commence on the date of _____, day of _____, and time of _____. The term of this agreement will terminate on the date of _____, day of _____, and time of _____.

The total rental rate for said agreement is \$ _____. A deposit of 25% in the amount of \$ _____ is due at time of execution (signing) of agreement. The remaining balance will be divided into equal monthly payments and will be due monthly until the full amount is paid. The full amount is due 90 days prior to the event date. In the event of a cancellation, any amounts paid to date are non-refundable.

Lessee will use space for _____ - use of space includes _____. Price includes tables, chairs, table linens, use of the AV system, and the post-event cleaning. Additional services added onto use of space by lessee includes the following:

_____ Wedding Planning & Coordination for \$2500, which includes the ***facilitation of*** catering services, flowers, decorating, music/entertainment, & cake/desserts; as well as, day of coordination, which includes being available on-site from 8 am to 8 pm to answer questions about the venue, ensure vendors have access to everything they need to set up, serve as the liaison between bridal party and vendors, and ensure that the ceremony and reception start on time and everything stays on schedule (exceptions to schedule includes any changes made by bride/groom, or weather). **All invoices and agreements for catering services, flowers, decorating, music/entertainment, & cake/desserts will be forwarded to lessee for payment and contract signatures. NO contracts with vendors will be signed or paid for by the Glass Factory.*

_____ Bar Tending Services. Lessee has chosen _____ bar tender(s) for _____ hours. Time of services to be determined closer to event. Lessee is responsible for letting venue staff know 30 days in advance of the time of service for bar tender(s), so that venue has time to secure services.

If Lessee wants Glass Factory to do set up of tables, chairs, and table linens, a drawing of desired room configuration must be submitted to katie@glassfactory311.com within 7 days prior to event. If AV system will be used during event, lessee must schedule a tutorial of equipment within 7 days of event. This can be scheduled by calling or texting **Katie at 870-819-4131.**

On the day of the event, lessee will be provided with a code to access the lock box next to front doors. Lessee will use the key to access the building. Lessee is responsible for the venue and its contents for the times defined on agreement. At the end of said event, lessee is responsible for



ensuring all guests have vacated the property, personal belongings are removed from venue, all lights (switches by front door) and HVAC (4) units are turned to the "off," position, all doors are secured including the Greenhouse and gate locks in back, and finally, securing the front glass doors no later than the "end time" defined on the agreement, and returning key to lockbox.

If at any point during the day of the event, the lessee has questions or concerns, s/he should call or text 870.819.4131 (Katie). **Glass Factory staff will do the post-event cleaning. Lessee should leave room "as is" at the end of the event.**

The lessee is responsible for any damage done to said property during the date, day, and time of the rental agreement. An assessment of damages will be estimated and invoiced to the lessee.

Without Lessor's written consent, Lessee shall not permit the use of the premises for a purpose other than as the intended purpose and what is outlined herein said rental agreement.

The Lessee agrees as follows:

To pay the 25% deposit upon execution of rental agreement;

1. To pay the full balance due 90 days in advance of rental agreement commencement;
2. To maintain the premises in a clean and sanitary condition;
3. To comply with all laws, health, and policy requirements, with respect to said premises and appurtenances;
4. To not use Premises for any purpose deemed hazardous by Insurance Companies (currently Shelter Insurance Companies) carrying insurance thereon;
5. To have NO animals or PETS of any kind on the premises other than those expressly permitted in writing by the Lessor;
6. To not engage in any conduct or to have any conduct occur which would violate any federal, state, or local law in connection with the occupancy or use of the premises, which would involve any criminal activity that threatens the health, safety, or rights of peaceful enjoyment of other residents in the vicinity of the premises, or which would involve any drug-related criminal activity including, but not limited to, use, possession, or delivery of any illegal drug or controlled substance by the Lessee at any location, by any person on the premises, or by any person in the vicinity of the premises if that person is visiting or residing in the premises or is in the vicinity of the premises at the request or invitation of the Lessee.

No alterations, additions, or improvements to the property shall be made in or on the premises without the consent of the Lessor in writing.

Failure of the Lessor to insist upon the strict performance of the terms, covenants, agreements, and conditions herein contained or any of them, shall not constitute or be construed as a waiver of relinquishment of the Lessor's right thereafter to enforce any such term, covenant, agreement, or condition but the same shall continue in full force and effect.



In return for the Lessee's continued fulfillment of the terms and conditions of this agreement, the Lessor covenants that the Lessee may, while this agreement remains in effect, have and enjoy for her/his sole use and benefit the property, herein before described.

I HEREBY AGREE TO THE TERMS OF THIS RENTAL AGREEMENT:

LESSEE

(Print Name)

(Signature)

(Date)

LESSOR

Mat Clark &/or Heather Walker Clark

(Signature)

(Date)