

# The Maple Event Venue

## RENTAL AGREEMENT AND CONTRACT

Date of Event: \_\_\_\_\_.

Client Name: \_\_\_\_\_,

Client Address : \_\_\_\_\_,

Client Phone: \_\_\_\_\_. Client Email: \_\_\_\_\_

Alternate Names on Agreement : \_\_\_\_\_

Type of Event: \_\_\_\_\_ Alcohol Intended: Y \* or N

Special Requests: \_\_\_\_\_

Agreement made on this day, \_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, by and between The Maple Event Venue LLC, referred to as "TM", and \_\_\_\_\_, referred to as "Client". The "Client" agrees to hire and "The Maple" agrees to make available the use of the Event Space located at 4480 Highway 15 South, Greensboro, GA 30642 ( GPS may need 4470 to locate Venue) Venue is situated within the city limits of Siloam and within the The County of Greensboro with the following terms and conditions.

### Time slots of Rental:

*Note: This is the entry and exit times by Client. No Exceptions, it is Not your event start times.*

☐ **Custom** : In \_\_\_\_\_ am/pm Out: \_\_\_\_\_ am/pm Total Due\$ \_\_\_\_\_

☐ **Weekday Times** (any 6 hours M-TH, 9-3 on Fridays) In: \_\_\_\_\_ am/pm Out: \_\_\_\_\_ am/pm \$450.

☐ **FRI** | 6pm-11pm \$650

☐ **SAT** | 8am - 11am \$350

☐ **SAT** | 6pm - 11pm \$650

☐ **SAT** | 1pm - 5pm \$450

☐ **SAT** | 8am - 11pm \$1050

☐ **SUN** | 8am - 11am \$350

☐ **SUN** | 6pm - 11pm \$650

☐ **SUN** | 1pm - 5pm \$450

☐ **SUN** | 8am - 11pm \$1050

Payments Can be made to The Maple via our online web booking system found at [www.bookthemaple.com](http://www.bookthemaple.com) with a Credit Card. However, other methods of Payment are available if needed. Please contact Jeanine George @404-312-9903 to discuss these additional options. *Any additional Add ons (rental equipment) will be added to the final Invoice and due 2 weeks prior to booking date. No exceptions..*

Total amount due for venue rental at time of booking? \_\_\_\_\_

Payment Source: \_\_\_\_\_ Website, Venmo, Google Pay, Apple Pay. Direct Pay

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# The Maple Event Venue

**Please read the material below and initial bottom of page and certain areas to make sure all parties understand the requirements of providing for everyone's safety and keeping The Maple Event Venue Space maintained and a safe location for future enjoyable use.**

- **Early Entry:** Client understands early entry is not a given and that their time starts at the stated time purchased through the online booking system. Additional hours may be purchased on weekends ONLY IF the surrounding time slots have not been booked 2 weeks prior to the event.
- **Rental Fees:** An online purchase order request through our website for your event and a signed contract prior to your event must be received to reserve your date(s) and time(s).
- **Gift Delivery:** TM is not responsible for any gifts delivered, through mail delivery or otherwise, to the venue. Client must use an alternate mailing address for expected gifts.
- **Parking:** The Front door may be used for loading and unloading. All vehicles must be moved to proper parking spaces for the duration of the event.
- **Catering, Cleaning, Trash and Equipment Removal:** TM Event Space will be in a clean condition prior to your event. You are required to return the space to the same condition in which it was found. The furniture must be arranged to its prior locations. Dishes must be cleaned and put away in pre designated area. Please do not leave any cups or trash on the tables, floor or bar area. Dry up any areas that have liquid spills. Trash cans are provided for your use. Please discard all food into the garbage bags to prevent unwanted rodents. Nothing to be left in the Refrigerator. All trash must be collected, properly bagged and removed by the renter placed in the Dumpster just mere steps away from the back door or taken with you.
- **Any off site rental equipment must be removed by the client at the end of the event.** It is the responsibility of the client to coordinate return of all catering equipment and must not be left in the space.
- **Site Decoration:** No nails, screws, staples or penetrating items should be used on our walls. Any tape or gummed backing materials should not be used on any wallpaper surface and must be properly removed. Note Candle Decorations. **In any case of wall damage, the renter will be held responsible for repairs.**
- **Balloon Removal:** All balloons should be properly removed and in a quiet manner. The Event Space is indirectly connected to retail locations and the sudden and unexpected burst of popping balloons can be triggering for many. The dumpster is for the venue use only and may be used for several events before it is emptied again so please be courteous and do not bring your household trash and place in this Dumpster.
- **Lost and Found:** TM takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 7 days. After 7 days, items will be donated.
- **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 or activity on the premises. This is a drug free and non-smoking facility at all times. 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.

Clients Initials: \_\_\_\_\_

# The Maple Event Venue

- **\_\_\_\_\_Cancellation:** No refunds of the rental fees will be refunded if canceled less than 21 days prior to an event, as per your agreement to rent. The Maple Event Space may cause the loss of additional bookings or business. If circumstances beyond the control of TM forces Owner(s) to cancel your reservation, TM will refund all sums paid.
- **\_\_\_\_\_Rental Time Slots:** All time slots are the times the Client is permitted to use the event space. *They are not the times for their actual event.* Event set up and clean up times should be accounted for *inside the rental time slots.* Meaning: If you rented 8am-11am, you could give yourself 1 hour set up and have your party start at 9am.
- **\_\_\_\_\_Smoke-Free Facility:** TM is a smoke-free facility. Client agrees to refrain from any interior smoking or vaping. No Smoking on the back deck. A Section has been designated for Smoking outside in the Grassy Area, we also ask sincerely that smokers dispose of his/her smoking waste appropriately in the disposal can that is provided to prevent a fire hazard.
- **\_\_\_\_\_Candle Decorations:** **NO Open Flames** allowed in the building. *Battery operated only*
- **\_\_\_\_\_Liability:** Renter agrees to indemnify, defend, and hold The Maple Event Venue, 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 The Maple.
- **\_\_\_\_\_Attorney fees:** In the event The Maple 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.

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. Client shall not sell alcohol on the 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. Renter agrees by signing this Document that the Maple or any of its Owners or members are not held responsible for the serving of alcoholic beverages.

*\* Private event insurance is available and required at an additional cost to the renter for those serving alcohol unless you use a Bartending Service and TM needs an Insurance Certificate listing TM as Additional Insured. To purchase your own policy, Please contact Rory Barber with Georgia Farm Bureau Insurance at: (770) 786-7201 or [rlbarber@gfbinsurance.com](mailto:rlbarber@gfbinsurance.com)*

**LIABILITY:** Renter agrees to indemnify, defend and hold The Maple, its landlord, building owners, organizing members, officers, employee's, and agent's harmless of and from any liabilities, costs and 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 the client, its employees and agents of alcoholic beverages at The Maple.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print, complete contract, sign and initial all spots on pages 1-3 and return to me via email at [themapleeventvenue@yahoo.com](mailto:themapleeventvenue@yahoo.com) within 3 business days of booking.

# **The Maple Event Venue**

## **FREQUENTLY ASKED QUESTIONS**

### **IS THERE PARKING?**

There is a gravel lot on both side and in the rear of the venue. Please Do not Park in the area of the Ice Machine as we do not own that property and you will more then likely be towed if you or one of your guests park in that area. Please do not block the front door area of the post office as it is fully operational.

### **HOW DO I GET INTO THE SPACE?**

We will sometimes have a staff member on-site to welcome you to the event. However, there is an electronic code on the door that I will send to you on the day before your event in case my Staff member is not on time. You can unload and load at the back door and or front door. I would suggest to use the Front door for your Handicapped guests only. As the Front Door is close to the Road. (If you unload Guests at the door please move and park your car swiftly after unloading).

### **HOW DO I LEAVE THE SPACE?**

Please exit thru the back door and have a fabulous day! For all Events, We will provide you with the detailed instructions on exiting in the same email as Access and Checklist prior to your arrival.

### **DO YOU OFFER CATERING?**

We do not offer catering. You are welcome to use a caterer and bring any food you desire for your event. We do not currently have any caterers that we specifically recommend. I do have a list of caterers that guests have used in the past. If using a Caterer, you are responsible for all equipment removal and must not leave anything belonging to you or them in the event space. All coordinating of caterer equipment removal is to be done by you and not through The Maple Staff. The Maple does have some items available to rent additionally if you need such items. Just email me with a list of needs and I can get you prices for such items. We do have a Food Truck Plug in outside if needed.

### **WHAT IF MY PARTY TIME DOESN'T FIT INTO YOUR TIME SLOTS?**

In order to provide guests with as many opportunities to rent our space as possible, we have carefully considered your needs and the demands of the space and set our times accordingly. We have found most events run 2 hours, and require an hour to set up and about 30 minutes to clean up. If you do not feel you will have enough time in your time slot, you are welcome to also book an additional time slot, if available.

### **CAN I COME IN EARLY TO GET A LITTLE MORE TIME TO SET UP?**

*In short, no.* We have provided our staff with adequate time to properly clean the spaces in between events to make sure they are ready for you and your party guests. We can not guarantee that the space will be reset and ready for you any earlier than the start time provided.

# **The Maple Event Venue**

## **DO I HAVE TO CLEAN UP THE SPACE OR DO YOU?**

While our staff does an amazing job keeping the space clean between events, we do ask for your assistance in keeping our space running smoothly for all our guests. We ask that before you leave you wipe counter tops and flat surfaces with the products provided, perform a quick sweep of the floor and take all trash out to the dumpster located just steps from the back door. Absolutely all furniture should be returned to the original locations. Please make sure the room looks like how you found it.

## **ARE WE ALLOWED TO MOVE FURNITURE AND ACCESSORIES?**

You are welcome to move chairs, stools, tables and accessories to better suit your needs. We ask that you do not move any of the heavy furniture or the large Buffett and mirror. Please have the room reset to how you found it before you leave.

## **CAN I BOOK A WEEKDAY?**

Yes! You can book weekdays via our website. It will tell you 9-3pm. Email the coordinator to let us know which 6 hours you would like. Friday hours stay 9-3pm.

## **WHAT IF I NEED TO CANCEL MY EVENT?**

We have a three-week cancellation policy. Please let us know within three weeks if you need to reschedule or cancel your event to receive a full refund.

## **IS THERE A SPEAKER?**

We do have surround speaker system that you are welcome to use. I will provide you the instructions to connect too. Microphones may be available for additional fees on Occasion.

## **WHAT IS THE WI-FI?**

Yes, We do have Wifi and the Password will be on an Board on the shelf above the Sink.

## ***I HAVE MORE QUESTIONS....***

We are happy to answer any and all questions that you may have. Please contact Jeanine George via phone or text message @404-312-9903 or email a staff member at: [themapleeventvenue@yahoo.com](mailto:themapleeventvenue@yahoo.com)

# The Maple Event Venue

Thank you for booking our Venue.

I am thrilled to have you book with us and please let me take a moment to Thank you personally for choosing to celebrate your special occasion at our venue. I do ask that you share your experience if good with Social Media by using the hashtags

- #themapleeventvenue
- #themaplesiloam

But, If has not been a good experience please share that with me directly so that I can address the issue personally before you post it on Social Media. I sincerely want your experience here to be an enjoyable memory.

There is a small refrigerator behind the Bar that you may use. A Keurig Coffee pot is available for your use. You will need to bring your k-cup coffee pods, sugar, and creamer if desired. We do have 1 Restroom on site. FYI: We do have intentions of building additional ones in the near future.

What is currently included with your Rental? Let me know prior to event if you will need additional tables I do have some stored off site.

- 7 Guests Tables
- 51 Oak Dining Chairs
- 3 Buffet Tables

Sincerely,

Jeanine George  
The Maple Event Venue  
Owner