

## EVENT SPACE: The Vault

**PROPERTY OWNER, ITS AGENTS AND EMPLOYEES,:** Commonwealth Investments, Ltd

**CLIENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### LEAD FOR CLIENT:

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### CATERER:

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**RENTAL:** Rental includes up to 5 hours of event time. Extra event time may be purchased for \$400 per hour. CLIENT(S) understands that a ceremony includes half hour for guests to arrive and half hour for the actual ceremony. Rental includes 1 hour of rehearsal time. Rehearsal day and time cannot be determined until 14 days prior to event at Final Walk-Through. Evening rehearsal time cannot be guaranteed.

**SET-UP:** Rental includes the set-up of tables and chairs. The Vault does the initial set-up of tables and chairs. Any changes after this set-up (i.e. chairs moved following ceremony) are the responsibility of the CLIENT(S) and/or caterers. The Vault sets the room for exact final guest count given by the Lead. The facility is open to the CLIENT(S) and vendors five hours prior to the event start for set-up and prep. Those needing extra time prior to the five hours are usually given the time at no extra charge but it is up to the discretion of The Vault and not a right of the caterer or CLIENT(S) for extra hours at no charge. The Vault conducts normal business up until approximately five hours prior to event start. This includes but is not limited to: tours, final walk-throughs, rehearsals, payments. CLIENT(S) understands that if decorations are set-up prior to the five hours it is the responsibility of the CLIENT(S) and not The Vault for safe keeping of items.

**DELIVERIES:** CLIENT(S) understands they must inform The Vault as to when the building will be open for set-up. There is never anyone at the facility prior to the pre-arranged opening time. Opening time will be determined 14 days prior to event at CLIENT(S)'s Final Walk-Through. Deliveries to The Vault must be coordinated in advance. The Vault is not responsible for unexpected deliveries.

**TEAR DOWN:** Rental includes the tear down of tables and chairs. The CLIENT(S) must move any items brought within twelve hours of the end of the event. The CLIENT(S) should advise all vendors that they must also remove any and all materials brought within 12 hours of the end of the event. Large items rented from companies needing to be picked up the following business day must be moved by CLIENT(S) to storage area arranged with hall manager. All items stored should be moved by CLIENT(S) to area arranged with hall manager. All items must be moved by 12 hours following event. CLIENT(S) will be subject to charges for each additional 30 minutes after.

**DAMAGES:** The Vault is not responsible for any damages or loss of items left in the facility prior to, during, or following CLIENT(S)'s function and Client indemnifies and holds harmless The Vault for the same. This also pertains to rental items which may be stored at The Vault until the rental company is able to pick up. Except as otherwise set forth herein, the rental company holds the renter responsible for any lost or damaged items, not

the facility. CLIENT(S) is responsible for payment for any damages which occur during CLIENT(S)'s event; to the extent such damages are caused by CLIENT(S) or CLIENT(S)'s guests/patrons. The Vault is not responsible for items left by CLIENT(S) following the function. **The Vault is a non-smoking facility.**

**IDEMNIFICATION:** All parties shall, at all times, indemnify Property Owner, its agents and employees, for, defend Property Owner, its agents and employees, against, and save Property Owner, its agents and employees, harmless from, any liability, loss, cost, injury, damages, or other expenses that may occur or be claimed by, or with respect to any person or property on or about the Demised Premises and resulting from the use, misuse, occupancy, possession or unoccupancy of the Demised Premises by Client or its agents, employees, licensees, invitees, guests or other such persons, or from the condition of the Demised Premises. Client shall, at its own cost and expense, defend against any and all such actions and demands and shall indemnify Property Owner, its agents and employees, for all costs and expenses it may incur in connection therewith. Property Owner, its agents and employees, shall not, in any event whatsoever, be liable for any injury or damage to the Demised Premises or to Client or its agents, employees, licensees, invitees, guests, or other such persons, or such persons of any licensee of Client, or to any property of any such persons, Client shall not make any claim or demand upon or institute any action against Property Owner, its agents and employees, as a result of any such injury or damage.

**HOLD HARMLESS:** Client shall indemnify and hold Property Owner, its agents and employees, harmless against and from any and all costs and/or claims, including attorney fees arising from the enforcement of this Lease, Client's and Client's invitees and employees, use or occupancy of the Demised Premises and/or any facilities or asset of Property Owner, its agents and employees.

Understood and Agreed

**Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_