

BANQUET HALL RENTAL CONTRACT "Exhibit A"

(revised 12/6/2007)

Specific Usage/Clean-up Requirements:

1. **There is no key provide for the typical rental situation.** The hall's doors will be unlocked when you arrive, remain unlocked during your rental period, and are to be left unlocked when you leave. *If you feel you have special circumstances that necessitate the use of a key, please make arrangements prior to the day of your rental period.*
2. **You are to stay in the area you rent.** Please ensure your attendees and other participants understand this and do not venture outside the rented area, block posted driveways or common throughways, or congregate near stairways or doorways that are not included in the rented area.
3. **For your convenience,** the large open yard area adjacent to the west side of the building is available for outdoor "non-turf destructive" play and activities upon request. Additionally, in the event that there is not enough parking on our provided lot, we have an agreement with Family Worship Center Church to allow overflow parking on their back parking lot (not spaces close to the building). *Lessee's liability/responsibility extends to these areas when they are used and all rules and regulations remain in effect for these areas as well.*
4. **The building and grounds shall be left in a clean and orderly condition to the satisfaction of Grace Co..**
5. **Lessee is responsible for ensuring that all clean-up procedures are fully completed by the end of the rental period.** Failure to do so WILL result in a loss of part or all of your security deposit and may cause you to incur additional charges for necessary clean-up after your event. These include those tasks listed on signage posted in the hall and re-stated in this document.
6. **Lessee is required to sweep all hard surface flooring and vacuum all carpeted flooring.** You are NOT required to clean the restroom fixtures or mop the hard surface flooring. Grace Co. will handle those duties at no cost to you.
7. **If spills, food droppings, or other similar incidents (Ex: illness) occur, please clean it up immediately.** Do NOT wait until the end of the event. Any major incidents that cannot be handled easily and fully or that leave evidence behind should be reported immediately. Failure to do so may result in the Lessee being held financially responsible for its remedy after the fact.
8. **Lessee is required to clean the tables and chairs with a damp cloth after usage.** At the end of the event, any/all tables used should be left "up" and any/all chairs used should be folded and placed on top of the tables.
9. **Regarding the kitchen area:** 1) Remove all food and drink at the end of your event. *Excess ice MAY be left in the freezer if you do not wish to keep it.* 2) This is a "service" kitchen and is neither licensed nor equipped to be used to "prepare" food. The equipment is provided only to aid in the warming or chilling of food that has already been prepared. *Please ensure that caterers and guests are aware of this information.* 3) Ensure that any/all kitchen appliances, fixtures, surfaces, and punch bowls are cleaned to good housekeeping standards. 4) The appliances and punch bowls are provided for your convenience and should be treated accordingly. While every effort is made to ensure they are fully operational and available, circumstances may arise where they may not be. No warranties are made regarding availability, workability, or otherwise and Grace Co. company cannot be held liable for such. Additionally, only experienced persons should attempt to use these items. If you are unsure how to use them properly, refrain from usage.
10. **Heating, fireplace, and A/C must be turned off as you exit the facility.** You may adjust the room temperature to suit your needs, but in no event should the A/C be set below 68 degrees or be used when the outside temperature is 50 degrees or below. The heat should not be set higher than 75 degrees at any time. If you wish to use the

- fireplace, please contact Grace Co. for instructions on proper use and approval. *(No fee is charged for usage.)*
11. **All lights (indoor and outdoor), the electric range, and coffeepot should be turned off when you exit the facility at the end of your rental period.**
 12. **All trash should be removed from the building and placed in the dumpster located in the north-east corner of the parking lot.** This INCLUDES trash from the restrooms. Clean plastic liners should be placed in all trash cans by the end of the rental period.
 13. **Cleaning supplies, brooms, vacuums, and trash can liners** are located in the cleaning closet at the end of the hall where the restrooms are located. **Dish towels and rags** are located in the drawers to the left of the kitchen sink and should be left to dry on or around the kitchen sink (we will clean them). **The key to the paper towel dispensers and extra rolls of towels** are also located there. *(You should typically not have to change the towel rolls. These towels are ONLY for the dispensers and should NOT be used outside of them or for any other reason. Instructions for refilling the dispensers are printed inside the dispenser.)*
 14. **Items such as napkins, paper towels, serving equipment/utensils, table covers, and other table ware are NOT provided.** In the event that a previous Lessee has left a disposable item behind, you are welcome to use it at your own discretion and risk. **EXCEPTION:** The rolls of table cover material in the cleaning closet are the private property of Grace Co. and should NOT be used without permission. *(A fee may apply for usage.)*
 15. **Any entity or individual(s) representing the press or other media outlet must be approved by Grace Co. prior to attendance.**

Prohibitions/Restrictions:

1. **No alcoholic beverages, violent/unruly behavior, illegal drugs, gambling, elicit sexual activities, or illegal activities are permitted on the property at any time (including the parking lot).** Grace Banquet Hall and its parent organization Grace Companies are family and neighbor friendly businesses and as such reserve the right to report any illegal behavior including consuming alcoholic beverages in open outdoor common areas (public intoxication) to the proper authorities with or without advance notice to the Lessee.
2. **No live DJ's or bands are permitted.** You may use a small audio player or "boom box" played at a "reasonable" level inside the facility only, if desired. *The use of Karaoke machines of any type are subject to approval and must be approved by Grace Co. in advance.*
3. **No decorations, signs, banners, flyers, or other materials may be placed on the walls or ceilings.** No tape, tacks, nails, or other fasteners and/or adhesives may be used on the walls or ceilings. Table decorations, balloons, and "free-standing" displays are permitted. *However, if helium or other gas filled balloons are to be used, they must have ribbons or strings attached that are long enough to allow safe retrieval at the end of the rental period from a height of 20'.*
4. **No rice, bird seed, confetti, etc. may be used inside the building.** If these are used outside the building, they must be cleaned up properly by the end of the rental period. *If you would like to use confetti as a table decoration, please contact Grace Co. for specific usage instructions and approval in advance.*
5. **No tables, chairs, furniture, or other equipment/supplies may be removed from the facility without the prior consent of Grace Co..**
6. **The steel door on the east side of the hall is for EMERGENCY USE ONLY. Do NOT open this door for any other reason.**
7. **No animals or pets of any kind are permitted on the property for the safety of both humans and the animals. *Exception:*** Service animals for the handicapped are permitted. However, Lessee assumes all liability/responsibility for the animals and their actions.
8. **Smoking inside the facility is prohibited.** Use of ashtrays outdoors is required.

Other Legal and Miscellaneous Provisions:

1. **The Lessee agrees that they assume any/all legal and financial responsibility/liability** for the actions, safety, and well-being of any/all attendees (guests, registrants, press, etc.) and other participants (caterers, entertainers, service providers, vendors, etc.) involved in the contracted event and agrees to hold Grace Banquet Hall, its owners, and agents blameless and harmless for same. This responsibility/liability includes, but is not limited to, property damage, personal injury, and criminal liability.
2. **Although we only require proof of liability insurance for corporate events**, it is highly recommended that you seek advice from your insurance provider(s) regarding products or coverage they may offer to limit your personal liability in the event of an unexpected incident or problematic situation.
3. **In the event that the Lessee's absence from the event proceedings (including setup and clean-up) becomes necessary**, they may assign a responsible adult(s) (age 18+) to act as their representative(s) or agent(s). *Please note that this provision does not remove or limit the Lessee's liability/responsibility in any way. Any such individual(s) is acting on your behalf and you will still be held fully responsible/liable for their actions.*
4. **SECURITY/CLEANING DEPOSITS:** Lessee is required to pay a Security Deposit of either \$25 or \$50 (depending on rental period hours) and a Cleaning Deposit of \$50 at the time of rental. The Security and Cleaning Deposits are refundable in the event of cancellation provided notice of cancellation is received in-person, by phone, email, or mail *at least 30 days prior* to the scheduled rental period. If at least 30 days notice of cancellation (late cancellation) is not provided, then one or both deposits may be forfeited at the discretion of Grace Co.. Emergency or otherwise extraordinary circumstances necessitating a late cancellation will be given due consideration and any forfeiture or refund will remain at the discretion of Grace Co.. If you complete your rental contract period and payment as agreed, since the Security Deposit was an advance payment of a portion of your total actual rental charges, no refund of this deposit is made. The \$50 Cleaning Deposit, however, will be refunded to Lessee in the form of a check by mail after your rental period is over and the facility is inspected and deemed satisfactorily cleaned, unless otherwise specified or agreed upon. *This process typically takes 1 week or less.*
5. **Lessee should inspect facility when they arrive and report any problematic situations immediately to Grace Co..** If you see a problem or situation that you feel you could be charged for later and do not report it immediately, we will have no choice but to assume it occurred during your rental period. *It is not necessary to report any pre-existing stains or damage to walls since we inspect the facility after each rental period and note this type of information at that time.*
6. **Misuse of the facility, unruly or illegal behavior, failure to observe posted signage, and/or the failure to obey any portion of the provisions contained in this document or your rental contract constitute a breach of contract** and may result in actions against the Lessee including, but not limited to, cancellation of rental period, immediate dismissal/removal from the facility, forfeiture of a portion or all of the Security and/or Cleaning Deposits or other funds already paid, additional fees or charges, and legal action.
7. **Use of equipment, supplies, facility furniture/fixtures and decorative items, and/or any other items supplied to Lessee by Grace Co.** for use during contracted rental is expected to consist of the "normal" intended use of such items or any other uses specifically described in this document, posted signage, or any other addendum to Lessee's rental contract and is permitted only during the duration of the contracted rental period. Put simply, only use these items for what they are supposed to be used for and only use them during your rental period. *For example, a chair is NOT a ladder so don't use it as one. The kitchen sink does NOT have a disposal so don't put anything other than liquids down the drain. The trash can liners are for use in our cans so don't take them home or use them to carry gifts or other items to your house. Any improper use or*

