

THE BARN AT NEW LEAF VENUE RENTAL AGREEMENT AND CONTRACT

Event Date: _____ Event Start Time: _____
Event End Time: _____ Total Hours: _____
Event Name: _____
Event Type: _____ Number of Guests: _____ (120 Max)
Client(s)/Corporation: _____
Address: _____
City: _____ State: _____ Zip: _____
Primary Phone: _____
Secondary Phone: _____
Email Address: _____

NOTE: Reservations for The Barn at New Leaf are accepted on a first come, first-served basis. Your date is not confirmed until New Leaf has received a copy of the signed rental agreement and deposit.

RENTAL PRICING AND DEPOSITS

- The Barn may be rented for \$130.00 an hour up to three (3) hours Tuesday-Thursday. Set & Clean fee is \$50.
- Rental beyond three (3) hours on Tuesday-Thursday is a set fee of \$825.00. Set & Clean fee is \$150.
- The Barn may be rented for \$180.00 an hour up to 3 hours on Fridays and Saturdays. Set & Clean fee is \$50.
- Rental beyond the three (3) hours on Friday-Saturday is a set fee of \$1100.00. Set & Clean fee is \$150.
- Patio rental is an additional \$500.00 during the months of May-October with a \$50 cleaning fee.
- All events must end by 11:00 the evening of the event. Last call is 10:30.
- A signed contract and deposit in the amount of one half the barn rental fee plus a deposit for COCOs Catering must be received to reserve your date(s) and time(s).
- The balance of your rental fee is due ten (10) days prior to your event (unless other arrangement are made).

*****We reserve the right to change pricing due to unforeseen cost increases. *****

Payments should be made payable to NEW LEAF. Cash, check, Visa and MasterCard are accepted.

The Barn at New Leaf Rules and Regulations

Please initial and date the following two pages.

DEPOSIT/RENTAL FEES

A signed contract and date-hold deposit in the amount of one half the barn rental fee to reserve your date(s) and time(s). The balance of your rental fee and any miscellaneous costs, such as bar, catering, rentals, etc., are due ten (10) days prior to your event, or 1 week after you receive the final invoice. No terms are implied or granted and no work will be allowed to commence until payment is received. The rental price includes the following:

- Chairs and Tables

- Barn

- Porch

- Patio use is prohibited unless rented

- Parking in the lot north of The Barn, unless otherwise directed by your Barn Coordinator

- On-site wireless internet

- 1.) Date-Hold deposit: Renter may cancel this contract at any time up to 90 days prior to the event. If cancellation is made in less than 90 days the deposit will be forfeited. If cancelled within 10 days of event: NO payments will be refunded.
- 2.) New Leaf requires a credit card to be on file during the entirety of your event.
- 3.) Tour and rehearsals are by appointment only. A one-hour rehearsal will be available to you at no cost during our normal business hours, unless there are other activities scheduled in The Barn. Please contact the Barn Coordinator to arrange your appointment.
- 4.) The Barn at New Leaf has an open-door policy for DJ's, bands, photographers, videographers, décor, florists, bakers, and event coordinators. All catering MUST be purchased through Coco's Café and Wine Bar. Buttercream Bakeroom and Coco's Café are all entities of New Leaf Fitness and Spa LLC.
- 5.) Alcohol MUST be purchased through New Leaf. Availability of specific alcohol is based on availability from our vendors. Outside alcohol is not permitted on the premises, renter will be asked to leave immediately and fined \$3,000 if you or guests are caught in violation of this rule. No refund will be issued in this instance.
- 6.) **NO alcohol can be served to minors.** New Leaf employees have the right to check IDs of anyone who appears to be under the age of 21.
- 7.) Bartenders and Servers are \$20/hour per person. Two bartenders are required for events over 50 patrons. Events over 120 may require a third bartender or server. Alcohol services MUST end 30 minutes prior to the end of your event. Bartenders, servers, or New Leaf staff will call last call as a reminder to you and your guests.

8.) Cash Bar, Open Bar, and a Token System are all available options when choosing bar services. Craft beers, fine wines, and a variety of mixed drinks may be purchased and served. Ask the Barn Coordinator for pricing information.

9.) There is no drug use tolerated on the premises. Smoking is allowed in designated areas and the ashtrays provided MUST be used. Illinois state law mandates smoking must be 15 feet away from entrance.

10.) Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. New Leaf has the right to expel anyone, who in their judgement, is intoxicated or under the influence of drugs. Conduct deemed disorderly, at the sole discretion of New Leaf staff, shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such case, no refund will be issued.

11.) The Barn will be in a clean condition prior to your event. Renter is required to leave the space in the same clean condition by which it was found. Please report all spills and/or breakage to a New Leaf staff member. Cost of repairs or replacements of damaged goods will be charged to the renter.

12.) Renter is not allowed to change/move any lighting, electrical, or tech equipment. No tape, nails, screws, or staples are to be used on our walls or floors. We are happy to suggest alternatives for holding your decorations in place. Absolutely NO open flames are allowed inside/outside the building for liability purposes, this is non-negotiable.

13.) Renter agrees that New Leaf staff may enter and exit the premises during the course of the event. Staff members are there to ensure that catering, bar, serving, and clean up are all running smoothly. The staff can also respond to any questions or concerns along the way.

14.) Decorating/set up may begin at 10am on the day of your event and clean up must be finished by 9am the next day unless previously discussed with the Barn Coordinator.

15.) In the event that the music creates a disturbance, New Leaf staff has full authority to ask the renter, DJ, or live music to turn the entertainment down and/or off. If repeated disturbances occur the renter may be expelled from the premises, as a consequence no refund will be issued. All music must conclude by 10pm on weeknights and 10:30pm on weekends.

16.) Renter agrees to indemnify and hold harmless New Leaf Fitness and Spa, its owners, employees, and affiliates from any and all claims, demands, losses, actions, and liabilities including: injury to persons and/or damages to property. This is including but not limited to those created by any service, food, alcohol provider, and/or their products hired or obtained by renter. New Leaf staff is not responsible for any lost, stolen, or forgotten 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 30 days.

Acknowledged and agreed (1-16) by Renter: _____ Date: _____

Acknowledged and agreed (1-16) by New Leaf: _____ Date: _____

CREDIT CARD PAYMENT AUTHORIZATION FORM

New Leaf requires a credit card to be on file during the entirety of your event. Please complete and sign this form to authorize New Leaf to make a debit(s) to your credit card listed below.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize New Leaf to immediately charge my credit account a date-hold deposit of \$ _____. This payment is for my event on _____.

Please note that the rental fee balance and any additional costs for bar, catering, rentals, etc., will be charged to this card ten (10) days prior to your event, unless other agreed upon.

If you would like to use an alternative payment method (check, additional credit card, cash) for the rental fees balance or any additional costs, please check here. *Please note, even if you use an alternative payment method, we still need a credit card on file during the entirety of your event.*

If you choose to use an alternative form of payment, payment time frame remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address _____
Billing Phone _____
City, State, Zip _____
Email _____

Account Type: Visa _____ MasterCard _____

Cardholder Name _____

Account Number _____

Expiration Date _____ (DD/YY) CVV _____

SIGNATURE _____ DATE _____

I authorize New Leaf to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.