



109 S. Walnut Street, Troy OH 45373

thecharlottebandb@gmail.com

937.980.9109

Special Event Space Rental Agreement General Information

The Charlotte is available for rental for private special events for small groups up to **28 people**.

Rental fee includes the following:

- Use of the common spaces [living room, library, dining room, restrooms and patio] This does not include use of any guest rooms or the kitchen.
- All set up and clean up on the date of the event by The Charlotte staff.
- We lovingly collect vintage china, linens, silver and glassware. *Use of these items are included in the rental at no extra fee.* [Requests for specialty items may incur additional costs.]
- Rental fee of \$200.00 includes use of the home for up to 4 hours on the day of the scheduled event; any additional hours are charged at \$75.00 per hour or part hour.
- \$100.00 Refundable Deposit* and 50% of rental fee is due upon signing agreement. Balance due two weeks prior to event.
- The Charlotte can meet your Catering needs at a very reasonable cost. [No outside caterers permitted]
- We can recommend a lovely baker for desserts! Please make arrangements in advance to bring your own cake or other celebratory desert.
- No open flames/candles; no smoking and no firearms are permitted on site at any time.
- No nails, tacks or tape are permitted on walls or furniture. The Charlotte already has some built in charm, and we will work with you to our best ability to make this a beautifully decorated event.

*Deposit. This Deposit is intended to serve as both to secure your date and as a damage deposit. Should any damage occur and exceed the \$100.00 Renter agrees they shall be liable for any damages by their guests. This deposit may be used to apply to balance.

Date of Event ____/____/____ Time of Event _____:_____ to _____:_____

Type of Event _____

Number of Guests _____ [maximum 28]

| | |
|-----------------------------------------------|-----------------|
| Base Rental | \$200.00 |
| Refundable Deposit* | \$100.00 |
| Additional Hours/Partial Hours @ \$75.00 each | \$ _____ |
| <i>Additional Specialty Items Requested:</i> | |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total Rental Fee | \$ _____ |



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Special Event Space Rental Agreement, Page 2

This rental agreement, by and between _____ [referred to as the Renter] and Loraine Wyatt [Referred to as The Owner] is considered effective as of the date signed below .

The Renter as identified above desires to rent The Charlotte B and B, located at 109 South Walnut Street Troy, Ohio for a private event as described above. Both parties agree to the following terms and conditions.

1. Renter shall pay to Owner the sum of \$_____ upon signing this agreement. This amount will be equal to 50% of the total rental cost [The base rental plus any specialty item costs, if applicable], and includes the \$100.00 Damage Deposit.
2. Cancellation Policy. This agreement may be cancelled with more than 30 days' notice of the event with no fee. Cancellations of less than 30 days will result in forfeiture of the deposit fee. Cancellations of less than two weeks will result in the forfeiture of the deposit and 50% of the total rental fee.
3. Damages: Renter will be liable for any physical damages to the property, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is using the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.

In witness of their understanding of and agreement to the terms and conditions herein contained, both parties sign below.

Renter Signature

Date

Owner Signature

Date