



FiftyForward Martin Center Facility Rental License Agreement

Date: _____

Parties: FiftyForward MARTIN CENTER (hereinafter referred to as "CENTER")

_____ (hereinafter referred to as "LICENSEE")

Facilities Used: In consideration of the license fees set forth herein, the CENTER hereby grants to LICENSEE permission to use the licensed portions and common areas of FiftyForward Martin Center, Brentwood, Tennessee for the purposes described below, at the following times, and according to the terms and conditions stated herein.

Specific Use or Event: LICENSEE shall utilize the CENTER for the sole purpose of

License Period Dates and Times

1. Event Date(s): _____

2. Time Periods: Set-Up: _____ to _____ Date: _____

Event: _____ to _____ Date: _____

Clean-Up: _____ to _____ Date: _____

3. Estimated Attendance: _____

4. Areas to be used: _____

5. Activities: _____

6. Caterer: _____ Phone(s): _____

7. Alcoholic Beverages to be served? Yes _____ No _____

If yes, which of the following? Champagne _____ Beer _____ Wine _____

Bartender: _____ Phone(s): _____

8. Florist: _____ Phone(s): _____

9. Musicians: _____ Phone(s): _____

10. Rental Equipment: _____ Phone(s): _____

11. Other Deliveries or Services: _____ Phone(s): _____

_____ Phone(s): _____

Absolutely NO rental items may be left in the building after the event. Failure to comply will result in the loss of the entire \$500 damage deposit.

TERMS AND CONDITIONS

The attached Martin Center Facility Use Policies including Center Restrictions and Alcoholic Beverages Policies are incorporated herein and expressly made a part of this Agreement.

FEES

LICENSEE shall pay CENTER the charges and fees for those items as set forth in the Fee Schedule.

Facility Usage Fees: _____ hours on _____ \$ _____
date
_____ hours on _____ \$ _____
date

Total Estimated Facility License Fees: \$ _____

Building usage is billed from the time the *first person enters* the facility to set up until *the last person leaves after clean up*. Facility fees are estimated at the time the Agreement is signed. LICENSEE shall be charged for, and agrees to pay for, all time, services and costs incurred. All deposits required must be paid in full before a LICENSEE can secure and confirm the reservation of the CENTER for any requested dates.

Deposits Required to Confirm Reservation:

1. Reservation Deposit: LICENSEE shall pay a reservation deposit of \$ _____ one-third of Estimated Total Facility License Fee and due upon execution of this Agreement. This Use is neither confirmed nor scheduled until the reservation deposit is paid. IT IS NON-REFUNDABLE. Only Visa, MasterCard, or cash are accepted as payment.

2. Damage Deposit: \$ 500.00 shall be due upon execution of this Agreement. The damage deposit will be returned within forty-five (45) days after the license date if the facility was left in order and all policies were followed. LICENSEE is responsible for any and all damage occurring inside and outside the facility during the license period. Only Visa, MasterCard or cash are accepted as payment.

Damage Deposit refund check should be made to:

Name: _____

Address: _____

City, State, Zip: _____

FINAL PAYMENTS

Thirty (30) days prior to the event (License date), Licensee shall remit one-half of the remaining Total Facility License Fee. \$ _____ due on or before _____, 201__

The BALANCE of the Total Facility License Fee shall *be due one (1) week prior* to the date of the Event and must be paid by Visa, MasterCard or cash.

CANCELLATION

Any cancellation of dates and activities must be made by the LICENSEE’S representative in writing to the Center Director at The Martin Center, 960 Heritage Way, Brentwood, TN 37027

1. Cancellation of the Agreement more than thirty (30) days prior to the Event Date: If Licensee provides written notice of cancellation as set forth above, LICENSEE forfeits Reservation Deposit. Damage Deposit will be returned to Licensee within 45 days of notice of cancellation.

2. Cancellation of the Agreement thirty (30) days or less prior to the Event Date: If Licensee provides written notice of cancellation as set forth above, LICENSEE forfeits all payments of Estimated Facility License Fees (Reservation Deposit and Payment at 30 days). Damage Deposit will be returned to Licensee within 45 days of Notice of Cancellation.

3. Cancellation of the Agreement Fifteen (15) days or less prior to the Event Date or No Show: LICENSEE forfeits all fees and deposits paid including Damage Deposit.

LIABILITY

LICENSEE shall indemnify, defend and hold the Center, its officers, agents, employees and contractors harmless from any and all liability for damage of claims for property damage or personal injury, including death, and any other claims whatsoever, arising out of or resulting from the negligence indemnification shall include reasonable costs of defense, judgments, settlements, attorney’s fees and such other costs as may be fixed by the court.

CENTER is not responsible for loss or injury, or damage to persons or property.

CENTER: FiftyForward Martin Center
960 Heritage Way
Brentwood, TN 37027
615-376-0102

LICENSEE: Name _____
Address _____
By _____ Title _____
Phone(s) _____ Fax _____
Email _____