

EVENT/MEETING AGREEMENT
for the
WATER TOWER CONFERENCE CENTER

THIS AGREEMENT made this ____ day of _____, 20____, by and between Coosawattee River Resort Association, Inc. (hereinafter, "CRRA") and _____ (hereinafter, "Lessee") is a one time lease agreement for exclusive use of the Water Tower Conference Center (hereinafter, the "Water Tower") located on the CRRA property for ____ hours, occurring on the ____ day of _____, 20____ between the hours of ____ and ____ (hereinafter the "Rental Period"). The Rental Period includes initial set-up and break-down/cleaning time. Lessee shall provide a Security Deposit to CRRA in the amount of \$____.00 upon execution of this Agreement. Security Deposits may be made by cash, cashier's check, or credit card.

The following terms and conditions must be complied with or the corresponding dollar amount will be retained by CRRA from the Security Deposit.

1. The Lessee is responsible for ensuring that no alcoholic beverages are consumed outside of the Water Tower building. For each incidence where Lessee's guest(s) or vendor(s) is witnessed consuming alcoholic beverages outside of the Water Tower building \$50.00 will be retained by CRRA from the Security Deposit. Lessee is responsible for ensuring alcoholic beverages are **not** consumed by minors. Lessee hereby agrees to indemnify and hold harmless CRRA for any violation of federal, state, county and local alcoholic beverage laws.
2. The Lessee is responsible for ensuring none of the Lessee's guest(s) or vendor(s) smoke any tobacco products inside the Water Tower building. Lessee is also responsible for ensuring no illegal drugs are used on CRRA property. For each incidence where Lessee's guest(s) or vendor(s) is witnessed smoking any tobacco products inside of the Water Tower building \$50.00 will be retained by CRRA from the Security Deposit as a fine and Lessee agrees to pay the cost of cleaning and odor/smoke removal by trained professionals. CRRA will contact a police or sheriff's department if illegal drug use is suspected.
3. Lessee agrees to not damage the Water Tower in any way, shape, or form, including but not limited to, stapling, nailing, or pinning objects to the walls, stairs, handrails, woodwork, and ceilings. Notwithstanding this paragraph, Lessee is permitted to use reasonable decorations in the Water Tower if they are discussed with, and approved by, the Amenities Director or Conference Coordinators and listed in writing attached as an addendum hereto.
4. Lessee is responsible for any and all damage to the Water Tower during the Rental Period. CRRA reserves the right to assess reasonable levies against the Security Deposit based upon the cost of labor and materials to make repairs made necessary by Lessee's activities. CRRA will pursue reimbursement for damages greater than the security deposit, this includes filing a civil action in an appropriate court of law, if necessary. Lessee agrees to pay any and all court costs and attorneys' fees for such action if Lessee fails to pay without filing a civil action.

5. The Lessee is permitted to use the ___ round top tables; ___ square tables; ___ rectangular tables; and ___ chairs in the Water Tower during the Rental Period. If additional tables or chairs are required then Lessee shall arrange for and pay for those accommodations. Lessee will not supply plates, bowls, cups, napkins, and silverware. If the thermostat needs to be adjusted please contact the Public Safety Department at 706.635.5680.
6. **No fires are permitted in the fireplace, this includes candles. The fireplace is intended for decoration only.** No fireworks are permitted to be used while on CRRA property.
7. In the case of an emergency Lessee and Lessee's vendor(s) are instructed to call 911. CRRA maintains a Public Safety Department which you can also call after calling 911. The Public Safety Department number is 706.635.5680. In the event of injury or property damage to Lessee, Lessee's guest(s), or Lessee's vendor(s) call the Public Safety Department to complete an incident report.
8. If Lessee or any of Lessee's guest(s) vendor(s) misplace personal property while on CRRA property contact the Public Safety Department at 706.635.5680. The Public Safety Department maintains "lost and found" storage for property found on CRRA property. Call the Public Safety Department to review the "lost and found". CRRA does not provide security services for the Water Tower or the parking area around the Water Tower.
9. Lessee and Lessee's vendor(s) shall have full use of the Water Tower kitchen and its appliances. Lessee agrees to be responsible for damage to any and all property in the kitchen, including but not limited to the appliances, occurring during the Rental Period regardless of whether Lessee or Lessee's vendor(s) caused the damage. Lessee or Lessee's vendor(s) shall turn off all gas burners before leaving the Water Tower. Failure to turn off the gas burner(s) results in forfeiture of \$25.00 of the Security Deposit. Lessee or Lessee's vendor(s) is responsible for ensuring all sternos used for food service are completely extinguished. No items may be placed in the ice machine and the ice machine may not be turned off. Placing items in the ice machine or turning off the ice machine results in forfeiture of \$50.00 of the Security Deposit. Also, by signing this agreement Lessee acknowledges that they received information regarding the location of all fire extinguishers in the Water Tower.
10. The Lessee or Lessee's vendor(s) shall sweep and vacuum the Water Tower before the expiration of the Rental Period. CRRA provides a vacuum and brooms. Failure to sweep or vacuum results in forfeiture of \$100.00 of the Security Deposit. Lessee or Lessee's vendor(s) shall empty **all** trash cans by removing the garbage bags, tying the garbage bags and taking them off the CRRA property at the end of the Rental Period. Failure to remove garbage from the CRRA property results in forfeiture of \$100.00 of the Security Deposit. All tables and chairs must be returned to the positions indicated on the floor plan posted on the bulletin board in the kitchen of the Water Tower. Failure to return all tables and chairs to the floor plan positions before the end of the Rental Period results in a \$100.00 Security Deposit forfeiture.
11. Lessee acknowledges that the Water Tower is on a septic system and as such no food waste may be deposited down the sink drain and only single ply toilet paper (supplied by CRRA) may be flushed down the toilets. Lessee is responsible for any blockage of the septic lines that occurs within twelve (12) hours of the expiration of the Rental Period.

12. Lessee should perform a visual inspection of the Water Tower with the Amenities Director or Conference Coordinator, noting any pre-existing damages. Pre-existing damages must be itemized in writing and attached to this agreement. Lessee is not responsible for pre-existing damages noted during the inspection with the Amenities Director or Conference Coordinator.
13. The Amenities Director or Conference Coordinator will unlock the Water Tower at the beginning of the Rental Period and lock the Water Tower at the end of the Rental Period. Lessee shall notify the Amenities Director or Conference Coordinator if the Water Tower will not be used for the duration of the Rental Period. CRRA provides a vacuumed and broom swept Water Tower with empty garbage cans at the beginning of the Rental Period. Items unacceptable to Lessee at the beginning of the Rental Period must be put in writing and addressed with the Amenities Director or Conference Coordinator immediately. Failure to discuss any unacceptable conditions in the Water Tower with the Amenities Director or Conference Coordinator at the beginning of the Rental Period results in a forfeiture of the right to be reimbursed for those conditions.
14. Lessee may cancel this agreement within thirty (30) days prior to the Rental Period and receive a full refund of the security deposit. If Lessee cancels the agreement less than thirty (30) days before the Rental Period then Lessee agrees to forfeit 50% of the security deposit.
15. Lessee, Lessee's vendor(s), and CRRA each agree to carry adequate personal property, liability and other insurance protecting from and against any and all claims arising from activities conducted in the Water Tower during the Rental Period. CRRA is not responsible for the security of the Water Tower or Water Tower parking lot during the Rental Period. Lessee acknowledges that CRRA does not maintain insurance coverage covering exhibits, decorations or other personal property of Lessee or Lessee's vendor(s) during the Rental Period. Lessee agrees to indemnify and hold harmless CRRA from any and all loss, liability, costs, or damages arising from actual or threatened claims or causes of action resulting from the negligence of CRRA, its agents, representatives, employees, directors, successors or assigns.

Notwithstanding any of the terms and conditions contained herein, CRRA reserves the right to assess reasonable forfeitures of the security deposit for cleaning and repairs not already listed above.

Coosawattee River Resort Association, Inc.

Lessee

Date: _____

Address

Phone

CONFERENCE CENTER CHECKLIST

1. Deposits paid at the time of reservations, balance due 10 days before event.
2. Conference center will be opened at the time agreed upon between you and Amenities personal.
3. You may arrange the tables and chairs any way that you desire BUT, after the party the room must be returned to the posted floor plan located on the bulletin board in kitchen(see diagram in rental packet).
4. The main light switches are located in the small room with ice maker. Breakers are in the kitchen storage room. Kitchen lights on the wall on the right in kitchen.
5. Make sure EXIT lights are on, switch is located right hand side in kitchen near door to kitchen storage room. Exit lights are to be on at all times.
6. EXITS ARE TO BE USED ONLY IN EMERGENCIES.
7. NO SMOKING INSIDE. SMOKING IS ALLOW ON THE PORCH AT THE FRONT ENTRANCE ONLY.
8. Ice maker is for everyone's use. PLEASE DO NOT PUT ANYTHING IN THE ICE MAKER (THAT INCLUDES THE SCOOP). If ice scoop is contaminated wash in hot soapy water and air dry. Do not unplug ice machine.
9. You must supply your plates, napkins etc. Those on the premises belong to the Good Neighbor Club and are not included in the rental.
10. Rug needs to be vacuumed all tile floors swept and mopped with vinegar water, clean all Broom, vacuum and other cleaning items are located in the storage room off of kitchen Counter and table tops. Cleaning products located on shelf next to dishwasher. Don't use (3) part sink for mop water. PLEASE PUT EVERYTHING BACK WHERE YOU FOUND IT.
11. Bathrooms need to be picked up and swept, including flushing all toilets.
12. Make sure all GAS BURNERS are turned off and make sure all lights are off.
13. DO NOT DRAG TRASH BAGS ACROSS CARPETING. USE THE TRASH CAN THAT IS ON WHEELS TO TRANSPORT TO YOUR CAR. ALL TRASH IS TO BE TAKEN WITH YOU.
14. NO FIRES ALLOWED IN THE FIREPLACE(Not a working fireplace).
15. DO NOT TOUCH THERMOSTATS. If you need assistance call number below.
16. PLEASE DO NOT TOUCH OR PLAY ON ORGAN.
17. NO BALLOONS, CANDLES. NO SCOTCHTAPE, STAPLES, TACKS ETC. ANYWHERE
18. NO CONFETTI, RICE, BIRDSEED, GLITTER ETC. WE SUGGEST ROSE PETALS OR BUBBLES.
19. FLAG DOES NO COME DOWN.

IN CASE OF EMERGENCY CALL PUBLIC SAFETY 706-635-5680

SIGNATURE _____

