

Private Rental Agreement

Thank you for your interest in having your event at Bookmarks! Please review the following guidelines and fill out the form below to reserve your meeting time.

Bookmarks Event Space Guidelines:

1. Bookmarks is available for smaller events at any time, except Fridays, Saturdays and Sundays in November and December. Due to space limitations, Bookmarks reserves the right to cap the number of guests allowed, based on type of event.
2. **A nonrefundable \$50 or 10% deposit (whichever is greater) is required** with the form below to reserve the space. The deposit will be applied toward the rental fee.
3. Rental fees are custom quoted based on several factors including, but not limited to: time and date of the event; whether or not sales will occur during the event; whether or not the store is closed during the event; whether or not Bookmarks staff will need to rearrange furniture and/or decor to accommodate the event.
4. Guests are expected to leave the space in the same condition in which they found it at the beginning of the event. Bookmarks reserves the right to charge Signee for any excessive cleanup required by Bookmarks staff. Signee will be financially responsible for any property and/or inventory damages during the event. The building is on the National Historic Registry and any property damages must be repaired in a manner to maintain that distinction.
5. Signee is responsible for making arrangements with caterers, photographers, or any other outside vendor. Bookmarks must be notified of, and approve, all catering and decorating arrangements.
6. Bookmarks staff will not be responsible for any event set up, unless otherwise arranged with at least two-week's notice. Decorations may be hung only in a manner that does not damage walls or furniture; nails and/or tape that may damage walls are not permitted. **Anything involving open flame is not permitted.**
7. Bookmarks reserves the right to terminate this agreement at any time for any reason, for a return of the deposit. Bookmarks will *only* return the deposit if this agreement is *terminated by Bookmarks*.
8. In consideration of the terms set forth in this agreement, the signing party below, on behalf of themselves, their heirs, executors, administrators, successors, and assigns, hereby releases and forever discharges Bookmarks, LLC and its agents, employees, officers, directors, affiliates, successors, and assigns from any and all claims, demands, causes of action, damages, liabilities, costs, or expenses, whether known or unknown, arising out of or in any way related to the use of the space, including but not limited to any and all claims for personal injury, property damage, or any other losses or damages of any kind. The signing party below further agrees to indemnify and hold harmless Bookmarks, LLC from and against any and all claims, liabilities, damages, costs, and expenses (including reasonable attorneys' fees) arising out of or related to their use of the space, including claims brought by third parties.

Reservation Form:

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Number of Attendees: _____

Requested Date: _____

Requested Time: _____

Contact Signature: _____

Date: _____