



823 REYNOLDA ROAD, WINSTON-SALEM, NC 27104
TEL: (336) 725-8230 FAX: (336) 724-9362
WWW.823REYNOLDA.COM

Use Agreement for SAMPLE, Saturday, Month 8, 2009

Thank you for choosing 823 Reynolda for your event! We appreciate your business.

Renter's Name

Renter's Contact Information

823 Reynolda will provide reasonable access from X pm until X pm. A representative for 823 Reynolda will be available to provide reasonable access for set up, deliveries, etc. Anticipating approximately X (but not to exceed 125) in attendance.

Your rental rate is \$x00. Please return this contract with your full rental fee AND security deposit on or before Month 1, 2009 to confirm your date. If we have not received your contract, rental fee and security deposit by Month 1, 2009, we will consider your date available to rent to other interested parties.

During your event:

- One person must be available throughout your event, and be responsible for meeting the following conditions.
- Set up, beyond existing layout, is subject to prior agreement with 823 Reynolda and is the responsibility of the client unless otherwise agreed.**
- If additional tables, chairs, dishes, glassware, silverware, or linens are rented, it's the client responsibility to set up and to remove within the rental period or at agreed upon times.
- Any additions to the décor must have prior approval and any existing decorative items are not to be moved or replaced without the 823 Reynolda staff consent.
- Overtime use (beyond the hours specified in this agreement) that occurs after midnight will be charged at double the overtime rate.
- The use of disposable plastic or paper - including compostable - plates, cups, napkins, tablecloths, or silverware is not allowed at 823 Reynolda.** As part of our commitment to the environment, we are making every effort to reduce our consumption as well as our waste. For groups of 70 or under, we have an eclectic array of dishes, cups, bowls, glasses, wineglasses, silverware, tablecloths and cloth napkins available for your use. For larger groups, please make rental arrangements.
- 823 Reynolda supplies (dishes, glassware, linens, etc.) cannot be mingled with outside items.
- There is no cooking allowed on the premises; all food must be prepared off-site.
- 823 Reynolda has a list of recommended caterers. Prior written approval is required for using a caterer who is not on our recommended list.
- The grand piano is available only for use by qualified musicians, and may not be used for food, drinks or for flower arrangements. It is absolutely off limits for children. If required, renter pays any piano-tuning fees.
- An adult must accompany small children at all times.
- No smoking inside the building.**
- No food outside the showroom.**
- No lighted candles.**

At the conclusion of your event:

- The showroom must be clean, orderly and returned to its pre-event condition.
- If used, dishes and glassware must be washed in the dishwasher and returned to their storage location.
- Soiled napkins, table cloths and towels should be placed in designated containers.
- The floor must be broom-clean.
- Plastic, glass and aluminum drinking container recyclables must be removed to the recycling can in back parking lot.
- Trash must be removed to the dumpster in back parking lot.

PAYMENT IN FULL PLUS SECURITY DEPOSIT IS DUE AT THE SIGNING OF THIS CONTRACT.

In addition to your rental fee, we require a minimum \$200 security deposit at the time of contract to ensure that you are prepared to take responsibility for replacement value/repair expenses of items broken or damaged in the course of your event.

Please make and keep a copy of this contract for your records & reference!

I have read this agreement and will abide by its conditions

Signed: _____ Date: _____