



ROOM RENTAL AGREEMENT

This rental agreement ("Agreement") is entered between THREE CITY CENTER PARTNERS, LLC. ("3 City Center") and _____ ("Lessee") on the _____ day of _____ 20__.

Space to be leased: __ Conference Room __ Other: _____

Set up style: __ Classroom __ "U" Shape __ Auditorium __ Other: _____

Number of attendees: _____

Name of Lessee: _____

Contact Person for Lessee: _____

Address of Lessee: _____

Phone number(s) of Lessee: _____

Email address of Lessee: _____

Date of Rental _____ day of _____ 20__.

Time of Rental starting at _____ AM/PM and ending _____ AM/PM.

Purpose of the meeting: _____

"3 City Center" reserves the right to deny rental of the space to any "Lessee".

Rental Charge \$ _____. Payment to be made by check. Should the "Lessee's" check be returned, then a fee of \$25.00 will be charged and "Lessee" agrees to pay these funds within 24 hours of being notified by certified funds.

"Lessee" agrees that the contact person named will be the coordinator for the event and the person responsible for the event.

The space leased will be set up as requested with tables and chairs without any table covers. If the "Lessee" wishes to bring in table covers or any other decorations, they may do so at their expense and with approval from "3 City Center". "Lessee" to leave the space in the same condition that they found it. "Lessee" agrees that if the event includes the use of music or any high-decibel sounds that the noise level is maintained low enough so as not to interfere with other events going on or neighbors.

There will be NO-SMOKING in any of the spaces leased. 3 City Center is a smoke free building. "Lessee" to review all catered events with 3 City Center. The restaurant located at 3 City Center is the preferred caterer for all rental events. No alcoholic beverages are allowed.

- Indemnification: To the extent of the law, "3 City Center" shall not be liable of any physical damages or injuries to persons related to any accident or misuse (occurrence) of the above described premises while being leased by above Lessee. Lessee agrees to indemnify, defend and hold Owner and its officers, directors, employees, or assigns, harmless for any claims for physical damages or injuries to persons which arise in connection with any such occurrence, even if such occurrences arises from active or passive negligence of the Owner, its officers, directors, employees, or assigns. Said indemnification shall include indemnity from and costs or fees which Owner may incur in defending said claim. "3 City Center" is not responsible for any equipment, personal goods, or other items left in the facility.

- The "Lessee" may be required to provide Certificates of Insurance as evidence to this agreement. "3 City Center" must be named as an Additional Insured on the Lessee's General Liability policy with evidence of Additional Insured status attached to the certificate. The Lessee's policy must also be Primary reflected by an endorsement attached to the certificate.

This agreement is entered on _____ day of _____ 20__.

Date: _____
Lessee

Date: _____
3 City Center

3CC Tenants - \$125 per use up to 8 hours
Non-Tenants – 2 HRS - \$150 / 4 HRS - \$275 / 8 HRS - \$400
Pay By: Check # _____ Money Order _____ Billable: _____
Comments: _____
