

HERITAGE HALL

117 W. Kansas, Liberty, Mo. 64068 (816) 792-2212

RENTAL AGREEMENT

This contract for rental is a binding agreement between Heritage Hall and:

Tenant Information: (Please Print)

Name _____

Address _____

Email Address _____

Telephone Numbers _____

Drivers License Number _____

Tenant will rent Heritage Hall for the date of _____

Rental includes the use of our kitchen, all tables and chairs needed for event not to exceed seating for 320, round and rectangular floor length table linens, set-up and tear down of event and clean-up. Trash removal is renter's responsibility. Heritage Hall's photo booth is the only photo booth allowed in Heritage Hall. _____

First Half of Payment in the amount of \$ _____ has been received and date has been reserved.

Second Half of Payment in the amount of \$ _____ is due on _____

A credit card will be placed on file to act as a damage deposit the week before the event. Trash and decorations must be disposed of inside and outside of hall (this includes parking lot across the street). Tenant shall be held responsible and liable for all charges incurred and for reasonable attorney fees and other costs required to recover such damages. There shall be no smoking in restricted areas. \$100 will be charged for violations as well as cigarette butt clean-up. There will be an extra charge of \$25 for removing candle wax from table linens. Damaged linens that need to be replaced are \$25 for round and \$35 for fitted. There is a \$50.00 returned check charge.

Cancellation of any event will result in the forfeit of the rental fee. Cancellation must be received in writing. HERITAGE HALL will make every attempt to re-rent and if successful, will refund the rental fee less a \$100 administrative charge.

Alcohol consumption, tobacco use & general conduct policy: Tenant assumes all responsibility for any situation involving their guests or attendees at the event. Smoking is prohibited in Heritage Hall. Tenant is responsible to insure that attendees exit the building to smoke. If alcohol is served an event, the tenant assumes all responsibility for the actions of their guests or attendees. The tenant agrees that all measures necessary will be taken to insure that alcohol will not be served to anyone under age. Tenant agrees to remove any person that is deemed to be a nuisance or problem from the premises, and if tenant does not remove such person(s) the management of the hall reserves the right to call the police and have said person(s) removed from the premises. Heritage Hall, its owners and parent company can not be held responsible or liable by any party for any situation resulting from the serving or consumption of alcohol at any event. Heritage Hall will not assume any responsibility for damage to or loss of any personal articles or merchandise left on its premises prior to, during, or following the function. The tenant assumes responsibility for any and all damages to the facility, property and furnishings incurred by any guest or contracted help before, during, or after the event. The affixing of decorations to the hall must be pre-approved by the hall management. Rice, confetti or bird seed is prohibited.

Liabilities: In consideration of their use of Heritage Hall's facilities for an event, for itself, its successors or assigns, or its heirs, executors and administrators, the tenant releases and forever discharges Heritage Hall, their successors and assigns, and all of their managers, parent and affiliated companies, officers, employees and agents and their heirs, executors and administrators, from any and all manner of claims, demands, damages, causes of action, suits or liability, known or unknown, fixed or contingent, on account of injury or loss to the tenant, their guests or attendees and agrees to indemnify Heritage Auction Company INC. (the parent company of Heritage Hall) from any and all claims, demands, damages, debts, liabilities, obligating costs expenses, liens, attorney fees, actions, claims for relief and cause of actions, whether or not litigation is commenced arising from tenants use of Heritage Hall.

If all of the terms of this contract are understood and accepted, the following is signed by:

Tenant _____ Date: _____

Please state how you would like your notice on the Heritage Hall website to appear:

Name & Phone # of person to contact after event if needed
