

ATOKA  
EVENT CENTER  
RENTAL INFORMATION PACKET

IMPORTANT MESSAGE FOR RENTERS

THE ATOKA EVENT CENTER  
PROUDLY OFFERS AFFORDABLE RATES  
THEREFORE WE ARE A

“LEAVE IT LIKE YOU FOUND IT FACILITY”

PLEASE READ OUR CLEANING / DAMAGE DEPOSIT POLICY

### **Cleaning / Damage Deposit**

The Atoka Event Center's (AEC) intention is to have renters leave the facility in a "100% rentable condition", meaning AEC requires renters to thoroughly clean and prepare the space after they use it, so that the space is clean and "ready to use" for the next renter.

Upon inspection of the room by AEC staff following an event, your deposit will be refunded provided there is no damage, missing equipment/property of AEC and there is no need for cleaning.

A \$225.00 deposit is required of all groups.

### **ALL ITEMS ON THE POST-EVENT CLEANING CHECKLIST MUST BE DONE**

### **IN ORDER TO RECEIVE YOUR DEPOSIT.**

If you do not complete **ALL ITEMS**, the entire \$225 deposit will be retained by AEC. **SORRY, NO EXCEPTIONS.**

### **Paperwork and Fees Required**

AEC is a first come – first served facility. Reservations will only be confirmed upon receipt of fully completed and executed paperwork along with payment of the required **rental fee and \$225 deposit.**

### **Hours Available**

Meeting rooms are **available Monday-Sunday - 8:00 a.m. – 12:00 midnight.** Extended hours may be available.

### **Cancellation**

Cancellations must be in writing and submitted by the group's primary contact person. Cancellations are accepted by email to [eventcenter.atoka@crye-leike.com](mailto:eventcenter.atoka@crye-leike.com) or may be delivered to the AEC office.

- Cancelling outside 14 days of the event will result in a \$100 being withheld from security deposit.
- Cancelling inside 14 days of the event will result in forfeiture of the entire security deposit.

### **Emergency Cancellation**

The AEC reserves the right to cancel a reservation in an emergency situation. Monies will be refunded.

### **Payment Policy**

Reservation is not confirmed until all deposit funds are received by AEC's bank. Fees and deposits must be made in the form of money order, cashiers check or credit card. Sorry - NO CASH or PERSONAL CHECKS will be accepted.

- 1) The \$225 damage deposit must be received to "hold" your reservation.
- 2) Reservation is not "confirmed" until deposit AND rental fee are received.
- 3) Entire Rental fee is due 30 days prior to event.
  - a. **If less than 3 weeks from event - full payment including deposit is due to book date.**
  - b. **If less than 60 days from event – deposit then balance is due in 2 weeks**
  - c. **If more than 60 days from event – deposit then balance in 30 days.**
- 4) Payments by credit card – Renter will receive and electronic invoice via email from **ebillingamerica.com.** The email will contain a link to a secure credit card payment service. Renter will enter their credit card information and pay their deposit and rental fee securely. Please look for and keep your reference number for your records..

### **Refund of Deposit**

Upon completion of the "Post Event Checklist", inspection and approval of the AEC staff, the renter's security deposit will be refunded within 10 days. All security deposits will be returned in the form of a check. Security refund check will be mailed to the renters address listed on rental agreement or may be picked up.

## **Overage Fees**

Groups occupying the meeting room beyond the scheduled block of time **will be charged**.

## **Approval**

AEC reserves the right to refuse any rental request that may be deemed inappropriate or unsafe for the general business atmosphere of the property and its other tenants.

## **Pre-Meeting and Post- Meeting Walk-Through**

At the AEC's discretion, the primary contact person must walk through the meeting facility and report/record any damage to the room, the kitchen, office, all doors, all walls, furniture or equipment before and after the meeting. The primary contact person is responsible for all activities during the time the room is reserved.

## **Room Setup**

The renter is responsible for setting up the room, including tables and chairs, and for all materials they require. Staff will not be available to set up room or to move chairs or tables. Tables and chairs are heavy and often require more than one person to move or set up.

## **Food**

AEC allows renters to use outside caterers or bring their own food / drinks. Food cannot be "prepared" in the AEC. The AEC is not set up as a food preparation facility. If you bring your own food, it must already be cooked / prepared before setting up food. Renter is responsible for all costs and labor associated with setup, preparation, serving and clean up of food. It is HIGHLY RECOMMENDED that renter communicate with food providers the AEC cleaning / damage deposit policy. Please don't lose your deposit because your food vendor left a mess inside or out. The renter will be held completely responsible for adhering to all state and local regulations governing the consumption and serving of food and beverages.

## **Access to Emergency Exit Doors**

It is against the law to block any access door. No tables, chairs, or other items should be placed in front of these doors. Any injury or death to any person occurring due to the blockage of these exit ways will be the sole liability and responsibility of the renter.

## **Sound and Noise**

Use of a sound system must not interfere with other tenants or the overall peace and quiet of the entire property.

## **Decorations and Signs**

No decorations may be attached to ceilings, walls or cabinetry. Free standing accents only.

Traditional flame candles are prohibited. Battery powered L.E.D. votive candles are suggested.

Live plants must be in appropriate storage containers to protect furniture and floors.

No storage is allowed before or after your event. Any items left at the AEC's premises will be discarded at AEC's discretion.

## **Advertising**

Renter is responsible for all advertising and notification of event.

## **Open Access**

AEC representatives must be allowed to enter the room at any time.

### Smoking and Alcohol

**SMOKING INSIDE ANY SPACE IS STRICTLY PROHIBITED. ANY VISIBLE OR RESIDUAL EVIDENCE THAT THERE HAS BEEN SMOKING INSIDE WILL RESULT IN A FULL LOSS OF YOUR DEPOSIT. NO EXCEPTIONS.**

The renter will be held completely responsible for adhering to all state and local regulations governing the consumption and serving of alcoholic beverages.

### Clean Up

In order to receive your deposit back, you must clean the AEC immediately after your function.

Lessee is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup. Tables and chairs may be left as set up.

### Leaving the Building

Leaving at scheduled time is MANDATORY or the Deposit will be automatically forfeited.. Please be aware you need to clean and vacate the building before the scheduled time.

### Responsibility

AEC does/will not accept any responsibility for damage or loss of any merchandise or any personal items prior to, during or after your event. AEC staff will deal exclusively with the primary contact person who signs the Rental Agreement. This person must take possession of the room and perform the pre-meeting walk-through and be present at the scheduled event to implement the rental agreement, user guidelines and policies. They must be present when the room is opened for the groups. AEC staff or representatives will perform a post-meeting walk-through at conclusion of reservation and cleaning of the meeting room.

## Event Worksheet

Name of Lessee / Responsible Party: \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Cell Phone Number \_\_\_\_\_

Contact Employer \_\_\_\_\_

Contact Employer Phone Number \_\_\_\_\_

Contact email (important) \_\_\_\_\_

Contact Address \_\_\_\_\_

CITY \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Time the meeting(s) Starts \_\_\_\_\_ (circle a.m. or p.m.)

Rental Hours (including set up & clean up)

Beginning rental time \_\_\_\_\_ (circle a.m. or p.m.)      Ending rental time \_\_\_\_\_ (circle a.m. or p.m.)

(The AEC will work with this contact person exclusively during the rental period of this agreement. This contact person is the responsible party and must be present at walk-through and during the meeting to implement the rental agreements, user guidelines and policies.)

### Describe Your Plans:

What type of meeting will take place? (HOA, Reception, etc.) \_\_\_\_\_

Number of expected guests \_\_\_\_\_

### Total Fees for Meeting Room Services

Deposit                    \$ \_\_\_\_\_

Rental Fee                \$ \_\_\_\_\_

Total Due                \$ \_\_\_\_\_

**RENTER ACKNOWLEDGEMENT & ACCEPTANCE OF ATOKA EVENT CENTER CONDITIONS OF RENTAL:**

**These Guidelines and Policies and the Rental Agreement form the rental contract and are the binding agreement between the Atoka Event Center (AEC) and the renter. This instrument made and entered into on the date shown below, by and between the AEC, hereinafter referred to as "Lessor" and the renter represented by the signer below, hereinafter referred to as "Lessee". Lessor hereby leases the AEC's meeting room space for the rental period specified on the Event Worksheet.**

**Said lease is made under the following terms and conditions.**

1. In consideration of being granted permission to use the meeting room space, Lessee does forever release, acquit and discharge the AEC (including all of the AEC's affiliated and subsidiary corporations and entities), its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims and demands, damages, cost, compensation, attorney's fees, liability and loss of services which the Lessee may have against the AEC, its successors and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the Lessee has the use and/or custody of the meeting room.
2. The Lessee does further covenant with and agree to indemnify and hold harmless the AEC. Its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the undersigned has use and/or custody of the meeting room.
3. The premises are to be used for the meeting or function specified on the Event Worksheet only, and no other purpose.
4. The \$225 cleaning/damage deposit is refundable after the event, subject to the inspection and approval that all "POST-EVENT CLEAN UP CHECKLIST" items have been adhered to and completed.
5. It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms of this agreement and at the end of the rental term shall deliver up said premises in good order and condition.
6. The Lessee does further agree to replace and/or repair any and all damage to the building and grounds and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while the Lessee has the use and/or custody of the meeting room. If damage should be incurred, the \$225 cleaning/damage deposit shall not be returned and any such damages or losses in excess of the \$225 cleaning/damage deposit shall be paid immediately upon demand by the Lessee to the Lessor. Failure to pay any damages will prohibit future use of the facility. Lessee acknowledges that failure to pay for any damages above and beyond the \$225 cleaning/damage deposit may/will result in legal action against lessee to collect the remainder of the repair / cleaning costs, court costs, attorney's fees and collection costs. It is strongly suggested that the undersigned consider purchasing liability insurance to cover damages and/or injuries.
7. The Lessee acknowledges that he/she/it has reviewed the policies adopted by the Lessor for the use of the meeting room and agrees to abide by such policies.

**I / WE, THE UNDERSIGNED, HAVE READ THE ABOVE RENTAL AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING, AND ACCEPT THE RESPONSIBILITIES OF THE LESSEE.**

Executed at \_\_\_\_\_, Tennessee, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**AGREED AND ACCEPTED BY LESSEE:**

Printed Name of Contact/Person Responsible for Lessee/Group\_\_\_\_\_.

Lessee Signature: \_\_\_\_\_.

## Post – Event Clean Up List

**Failure to complete all items will result in loss of entire \$225 deposit**

- \_\_\_\_\_ Bag and remove all trash from inside building (including from restrooms and kitchen) and place in trash receptacles outside of building. Please “break-down” cardboard boxes.
- \_\_\_\_\_ ALL trash and cardboard boxes which cannot be properly contained by the provided dumpsters MUST BE removed from AEC property. No trash can be left on the ground.
- \_\_\_\_\_ Replace clean trash bags into empty cans
- \_\_\_\_\_ Spills, splashes, or major stains on walls, cabinets or doors should be cleaned completely.
- \_\_\_\_\_ Spot-clean carpet or chairs
- \_\_\_\_\_ If carpet is badly stained or has a lot of visible dirt, spills, stains, etc. from rental, deposit will be forfeited so please be sure to properly clean entire floor area!
- \_\_\_\_\_ Spray, wipe down and leave restrooms clean (toilets, urinals, mirrors, sinks, floors, lights off, trash emptied)
- \_\_\_\_\_ Clean kitchen area – (countertops, sink, refrigerator and cabinets)
- \_\_\_\_\_ Clean all floors (vacuum entire carpet area, sweep and mop kitchen and restrooms)
- \_\_\_\_\_ Empty vacuum cleaner
- \_\_\_\_\_ Wipe off tables
- \_\_\_\_\_ Remove all personal items
- \_\_\_\_\_ Clean sidewalk and parking lot area used by renters (pick up all trash, cigarette butts, etc.)
- \_\_\_\_\_ DO NOT pour liquids out or dispose of food on sidewalk or parking lot. All liquids and food must be disposed of with trash.
- \_\_\_\_\_ Renter MUST be fully exited (clean-up and items removed) from facility at contracted time or deposit will be forfeited and additional charges could be incurred.