EVENT SPACE RENTAL AGREEMENT

THE VAULT!

This Event Space Rental Agreement for The Vault, located at 117 E Charles St., Muncie, IN 47305, is entered into on this date: _____ by and between:

Owner/Lessor: The Vault (Owned & Operated by The Campus Edge, LLC)

Office Address: 124 N Walnut St., Muncie, IN 47305

Phone: 765-286-2806

Email: Live@TheCampusEdge.com

Renter/Lessee:

Renter's Full Name (& Business Name if applicable): _____

Address: _____

Phone: _____

Email: _____

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1. Event Details

- **Event Type:** _____
- **Event Date:** _____
- **Event Time (Start to End):** _____
- **Expected Attendance:** _____
- **Setup and Cleanup:** Renter shall be allowed access beginning at _____ and must vacate the premises by _____.
- **Food & Beverage Plan for Event (Are you providing food, using a caterer, etc.):**

  _____
- **Plan for Outside Vendors and/or Additional Entertainment (DJ, Band, etc.):**

  _____

  _____

2. Rental Fee

- **Rental Fee:** $_____ Due by: _____
- Payments shall be made via credit card or check payable to Campus Edge.
- **Cleaning Fee:** A non-refundable cleaning fee of $_____ will be charged.
- The arcade games and pool tables are coin-operated, so remember to bring quarters.

3. Cancellation Policy

- Cancellations made 60 days or more before the event will receive a full refund, less a $35 processing fee or 10% of the Rental Fee, whichever is greater.
- Cancellations made within 59-15 days of the event date will forfeit 50% of the Rental Fee.
- Cancellations made within 14 days of the event date will forfeit the entire Rental Fee.
- Owner reserves the right to cancel the event for any safety or legal reason with a full refund to Renter.

4. Use of Premises

Renter agrees to:

- Use the space only for the event described above.
- Comply with all local laws, noise ordinances, and venue rules.
- Not exceed maximum occupancy limits.
- Obtain all necessary permits or licenses (e.g., liquor license, entertainment permit, etc.).
- Review and comply with the Fire Safety Plan posted at the venue.
- Not have music that is so loud that it causes a disturbance to other tenants in the building and agrees to reduce noise to a modest level by 11 PM.

5. Damage and Liability

- Renter is responsible for all damages to the property, fixtures, games, or equipment caused by the Renter, their guests, or vendors. Renter authorizes Owner to process their credit card on file for the amount of the damages caused. Owner agrees to provide an itemized statement to Renter for any additional charges.
- The Owner is not liable for injury, loss, or damage to persons or personal property during the event, except where liability cannot legally be excluded.
- Renter is encouraged to obtain event insurance.

6. Cleaning and Personal Belongings

Renter shall ensure:

- All personal items, trash, and decorations are removed by the end of the rental period.
- Floors, counters, and bathrooms are left in clean condition.
- Renter agrees to pay additional cleaning fees if the premises require extensive cleaning.

Personal Belongings:

Renter must remove all personal belongings, decorations, equipment, and other items by the end of the rental period. Any items left overnight or after the rental period are left at the Renter's own risk. The Vault and The Campus Edge, LLC are not responsible for any lost, stolen, or damaged belongings left behind, except where liability cannot legally be excluded. Any request to leave items overnight must be approved by management in advance.

7. Alcohol, Food, and Vendors

- Beer and wine are permitted only after Renter obtains a Temporary Beer/Wine Permit from the State of Indiana.
- Liquor is only permitted to be served by a licensed and insured vendor (Mobile Alcohol Caterer).
- Food and beverage vendors must comply with health and safety standards.
- Renter is responsible for ensuring that their party does not get out of control.
- All third-party vendors must carry liability insurance and provide proof upon request.

8. Indemnification

Renter agrees to indemnify and hold harmless the Owner, its employees, and agents from any claims, damages, or expenses arising from the Renter's use of the premises, except to the extent caused by the negligence or intentional misconduct of the Owner or its agents.

9. Governing Law

This Agreement shall be governed by the laws of the State of Indiana.

10. Entire Agreement

This document constitutes the entire agreement between the parties. No other terms or representations shall have any effect unless in writing and signed by both parties.

Additional Agreements:

SIGNATURES

MANAGER / LESSOR

Signature: _____

Date: _____

RENTER / LESSEE

Signature: _____

Date: _____

RENTER / LESSEE (Additional Signer)

Signature: _____

Date: _____