



# Facility Rental Agreement

This contract for the rental of C3 Event Center is made this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between C3 Event Center, LLC, hereafter referred to as the “Owner”, and \_\_\_\_\_, hereafter referred to as the “Renter”.

**Whereas**, the Renter desires to temporarily rent, occupy, and make use of the Owner’s venue, located at 8316 E. 73rd Street, Suite 102 and known as the C3 Event Center.

**Whereas**, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated; Now, therefore, the parties agree to the following terms and conditions:

**I. EVENT DESCRIPTION / VENUE ACCESS:** The Renter shall have access to and use of the venue from \_\_\_\_\_ o’clock \_\_.m. on \_\_\_\_\_, to \_\_\_\_\_ o’clock \_\_.m. on \_\_\_\_\_, for the purpose of hosting the Renter’s \_\_\_\_\_ event and for no other purpose. Owner shall provide to Renter items necessary to give Renter such access no later than \_\_\_\_\_.

**II. RENTAL COST:** The rental fee for the use of the venue described in Paragraph I above shall be \$\_\_\_\_\_. The entire rental fee due, less the non-refundable deposit described below in Paragraph III, shall be payable to the Owner 2 days prior to the commencement of rental period described in Paragraph I above.

**III. DEPOSIT:** The Renter shall pay to the Owner the sum of \$\_\_\_\_\_ upon execution of this agreement and confirmation of reservation of the rented space. Of this amount, \$\_\_\_\_\_ is a non-refundable deposit that will be applied to the rental costs. The remainder, \$ ZERO is for damages/security deposit which will be returned to the Renter within 2 days of the conclusion of the event, minus any charges for actual damages done to the venue by Renter or his/her associates or invitees.

**IV. EXPIRATION OF RENTAL PERIOD:** Within immediate ending of the rental period’s expiration, Renter shall tender to Owner all keys and other access control devices in his/her possession. Should the renter not relinquish the space as agreed, an additional charge of \$100 per hour or any portion thereof shall be deducted from the security deposit or charged to the credit card on file.

**V. REMOVAL OF BELONGINGS:** Owner shall not be responsible for any of Renter’s personal property brought onto the rental premises. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took possession immediately following expiration of rental period.

**VI. RETURN OF SECURITY DEPOSIT:** Upon Renter’s completion of his/her obligations under Paragraph IV & V above, the Owner shall return to Renter the remainder of security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter’s associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter’s knowledge or consent

**II. UNPAID BALANCE FEES:** In the event that Renter fails to pay any amount due within the time period agreed upon in this contract, interest shall accrue upon the unpaid amount at the rate of 10% per month until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

**VIII. LIABILITY:** Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.

**IX. DISPUTES:** Any disputes arising under this contract shall be adjudicated under the law of the State of Oklahoma.

**X. SPECIAL CONDITIONS** (if any):

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

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Printed Name

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Printed Name

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Organization

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Organization

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Address

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Address

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State, Zip Code

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State, Zip Code

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Phone/Email

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Phone/Email

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Signature of Renter

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Signature of Renter

Accepted by:

C<sub>3</sub> Event Center

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Owners Representative

8316 E 73<sup>rd</sup> Street, Suite 102  
Tulsa, OK 74133

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Phone

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Email

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Signature