

A Moms Space Event Rental Agreement

These are general agreement terms for space rental for an event to be held at A Moms Space.

Event Name: _____ Event Date(s): _____

Renter/Presenter Name: _____ Event Public Cost: _____

1. FEES: There is an initial, non-refundable, \$25 charge to reserve the space for up to 2 hours (and \$20/hr each hour after that). This fee reserves the space for your event, places it on our online calendar (including online registration options, if you desire), 1-facebook post and it will be included during our regularly scheduled bi-monthly emails leading up to the event. If you are reserving the space for a multi-week event the reservation fee is \$50 (total) down. The hourly rate is \$25/hour for the smaller back-room or \$35/hour for the larger front room. OR if you prefer we can do a 70/30 (presenter/AMS) split of the profit if that makes more sense for your event (proceeds split is not an option for free events). The initial space reservation rolls into the final total (and is not on top of it).

2. MARKETING: Event presenter is responsible for marketing their event beyond what is mentioned above. **Successful events depend on individual's marketing their own events, in conjunction with what A Moms Space provides.** A poster to hang in the space must be provided as soon as possible and should include A Moms Space logo (we will send via email). If you would like a professionally designed poster we offer this service for a \$25 charge.

3. CANCELLATION: We ask that if you have a minimum of 2 enrolled you hold the event for good PR and business integrity purposes. If you need a higher minimum number of participants we will consider on a case-by-case basis, and should be worked out before final space agreement rental is made. If agreed upon it must be very clear in all marketing materials that the event may be cancelled by a certain date due to enrollment. It is important to note that many people in our clientele decide to attend events last minute based on family, so last minute sign-ups do happen. If only one person signs up you still may have the event if that works for you, but if you wish to cancel the event (for this, or another reason, such as sickness) you will be responsible for letting the enrolled know, as well as creating signage, and hanging yourself, to post at A Moms Space to notify anyone that might happen to drop-in without pre-signing up. Please let us know as soon as possible so we can also update the website. No refunds will be given on the space reservation fees if you decide to cancel the event for any reason.

4. INSURANCE: All group presenters and facilitators must have professional liability insurance.

5. CONDITION OF PREMISES: Space shall be left in a clean and orderly state once the event is over. Please turn off lights and lock space accordingly if you are the last one out of the space.

6. ACCESS: Please contact us to arrange key pick up and drop-off procedures at least 1-week prior to your event.

7. ATMOSPHERE: Please be mindful & respectful of any other events or private practitioner sessions going on in the space at the same time of your event.

8. INDEMNIFICATION: _____ agrees to indemnify and hold A Moms Space, LLC and its respective Members, managers, officers, directors, employees, contractor employees and successors thereof (the "A Moms Space Indemnified Parties") harmless from and against the aggregate of all expenses, losses, costs, deficiencies, liabilities and damages (including, without limitation, related reasonable counsel and paralegal fees and expenses) incurred or suffered by A Moms Space Indemnified Parties, to the extent of _____ responsibility in the performance of its duties hereunder arising out of or resulting from, including, but not limited to, malpractice, property damage, personal injury, violation of personal rights of privacy, taxes, advertising & marketing.

9. ADDITIONAL TERMS AND CONDITIONS:

- a. Renter agrees to make it clear to their clientele that they are their own entity, separate from a Moms Space and all liabilities fall therein.
- b. Renter agrees to keep the common areas clean.
- c. Renter agrees not to partake in any multi-level marketing or direct marketing endeavors during the event or in the common areas, unless otherwise specified/agreed upon.
- d. There is the possibility to offer childcare for your event, please email for details.
- e. Room event will be held in: _____
- f. _____
- g. _____
- h. _____
- i. _____

Renter's Name & Company: _____

Renter's Signature: _____

Date: _____

A Moms Space Representative: _____

A Moms Space Approval Signature: _____

Date: _____
