

**Carnegie Hall Room Reservation Agreement and Rental Guidelines**

Section 1: *To be completed by the person requesting to use the room*

Purpose/ Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Anticipated Number of Guest: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Advertised Rental Rates:** \$200 Deposit, in addition to 50% of rental fee to reserve the date and secure the booking due at time of Agreement signing. The time below includes event time, including setup and breakdown. Any additional time taken for setup and breakdown will be deducted from the deposit.

<i>Room Requested</i>	<i>1-3 Hour Fee</i>	<i>3+-5 Hour Fee</i>	<i>5+-7 Hour Fee</i>	<i>7+-9 Hour Fee</i>	<i>9-12 Hour Fee</i>
Carnegie Hall	\$250	\$400	\$500	\$600	\$700
INITIAL BELOW REQUESTED TIME SLOT					

*If applicable, Encore Resident Name:* \_\_\_\_\_

*This Agreement contains the terms and conditions that must be followed when reserving Carnegie Hall within Encore at Avalon Park Assisted Living Facility. This meeting space is available for social events, including weddings, graduations, birthday, home demonstration (Tupperware, Mary Kay etc.) parties and holiday celebrations.*

1. The person sponsoring the event (“HOST”) is responsible for the behavior of all attendees and guests (herein collectively referred to as “guests”) and must remain in attendance and be part of the event during the entire time the room has been reserved. INITIAL \_\_\_\_\_
  
2. All guests must remain in the space assigned to them and understands that the kitchen, foyer, stairways, elevates and additional floors are off limits. INITIAL \_\_\_\_\_
  
3. The HOST is responsible for meeting with the Business Office Coordinator or Administrator prior to reserving the activity to review the Agreement. The Agreement is not considered final until the deposit and 1<sup>st</sup> payment is received. The HOST is responsible for making the final payment thirty (30) days prior to the scheduled activity. INITIAL \_\_\_\_\_

4. The HOST understands that the maximum occupancy is 100 standing room only and 75 with tables and chairs. The HOST agrees that it shall not exceed the aforementioned room occupancy. **INITIAL** \_\_\_\_\_
  
5. The HOST agrees to ensure all doors are locked when the activity is completed. **INITIAL** \_\_\_\_\_
  
6. The HOST agrees to clean the facility leaving it in the same condition as it was prior to the rental period. The HOST will remove the plastic liners from the waste baskets (including both restrooms), secure them by tying the tops, remove them from the building and put them in the trash container located in the west side parking lot. The room arrangement must be returned to the original the formation. Counters must be clean and wiped down. Floors must be vacuumed. A cleaning fee will be deducted from the deposit if the room is not left in the condition it was found in. **INITIAL** \_\_\_\_\_
  
7. The HOST agrees to reimburse Encore for any and all costs which result from damage done to the facility during the rental period. Encore will provide an itemized cost of repairing damage or the cost to replace Encore property. HOST agrees to reimburse Encore for any and all costs, which results front returning the facility to the same condition that it was prior to rental. This includes returning tables and chairs to their proper places. **INITIAL** \_\_\_\_\_
  
8. The HOST agrees that alcoholic beverages may be served or consumed on premises and Encore must be notified of consumption of alcoholic beverages. **INITIAL** \_\_\_\_\_
  
9. The HOST agrees that NO staples, tacks, or any other fastening devices shall be secured to the walls or ceilings of the premises. Scotch Tape is permitted but must be removed completely. Fog machines are not permitted. **INITIAL** \_\_\_\_\_
  
10. The HOST agrees that there shall be absolutely no smoking inside the building or in any common areas. **INITIAL** \_\_\_\_\_
  
11. The HOST understands the hours of use are from 9:00 am — 8:00 pm Sunday-Saturday. Set Up and Clean Up time is included within the time booked. **INITIAL** \_\_\_\_\_
  
12. For the HOST to be considered fully confirmed, said HOST must provide completed paperwork, payment, and deposit for the room rental. The room rental fee will be immediately deposited and the deposit payment of \$200.00 will be returned in full provided the HOST meets all terms and conditions of this agreement. **INITIAL** \_\_\_\_\_
  
13. The HOST shall secure the reservation with full payment no later than thirty (30) days prior to the reservation date \_\_\_\_\_. Encore reserves the right to cancel the HOST's reservation if the final payment is not received by aforementioned date. Encore may cancel this Agreement immediately if HOST is in violation of any of the terms of this Agreement. **INITIAL** \_\_\_\_\_
  
14. The HOST shall indemnify and hold Encore harmless from all loss, liability, bodily injury, cost or damages that may occur or claimed with respect to any person or property on, in, or about leased premises, or to the leased premises themselves resulting from any act done or omission by or through HOST, or it's agents, employees, invitees, or any person on the premises by reason of HOST's use or occupancy or resulting from HOST's non-use, or possession of such property, any and all loss, costs, liability, or expense resulting therefrom; HOST further agrees at all times to maintain such premises in a safe and careful manner. **INITIAL** \_\_\_\_\_



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15. **Returned Checks:** If your check is dishonored or returned for any reason, this Agreement will be deemed cancelled until the full amount and the Returned Check Fee of \$35.00 is paid with certified funds (Money Order or Cashier's Check).

**INITIAL** \_\_\_\_\_

16. **Deposit:** The HOST will complete a pre-event and post-event checklist to verify the condition of the room before and after your activity. The checklist will be submitted to the Business Office Coordinator and the deposit amount, less any necessary deductions, will be returned. For deposits remade with a credit card, it could take up to three weeks for a reimbursement check to be prepared. For faster turnaround, HOST should write a check for the deposit fee.

**INITIAL** \_\_\_\_\_

17. **Cancellation Policy**

- a. All payments will be returned for reservations cancelled 30 days prior to the event.
- b. HOST may cancel the reservation less than 30 days prior to the event, but would forfeit 50% of the rental fee. The security deposit will be returned.
- c. If ENCORE cancels the event due to non-payment or breach of any terms or conditions outlined in this Agreement, HOST will forfeit his/her entire room rental fee and the security fee will be returned.
- d. All payments made by credit card will have a 5% fee added onto the payment.

**INITIAL** \_\_\_\_\_

**INITIAL** \_\_\_\_\_

The terms of this agreement agreed to by:

Host's Printed Name	Host's Signature	Date
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Encore at Avalon Park Representative Printed Name	Encore Representative Signature	Date
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**TO BE COMPLETED BY BUSINESS OFFICES COORDINATOR**

<p><b>Deposit Type</b>  <input type="checkbox"/> Check  <input type="checkbox"/> Credit Card  <input type="checkbox"/> Money Order                  \$200.00                  Date Received _____                  Waived _____</p>	<p><b>RENTAL FEE PAYMENT</b>  <input type="checkbox"/> Check  <input type="checkbox"/> Credit Card  <input type="checkbox"/> Money Order                  Payment 1: \$ _____                  Date Received: _____                  Balance Due: _____</p>	<p><b>RENTAL FEE PAYMENT</b>  <input type="checkbox"/> Check  <input type="checkbox"/> Credit Card  <input type="checkbox"/> Money Order                  Payment 2: \$ _____                  Date Received: _____  <input type="checkbox"/> Paid in Full</p>	<p><b>DEPOSIT</b>  <input type="checkbox"/> Returned in Full  <input type="checkbox"/> Invoice Needed for repairs or cleaning</p>
<p>____ Visa ____ MC ____ AMEX                   Card Number: _____                   Exp Date: _____                   Name on Card: _____</p>	<p><input type="checkbox"/> Added to Special Events Calendar                  Date: _____</p>	<p>Dining Services  <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Resident Event  <input type="checkbox"/> YES <input type="checkbox"/> NO</p>