KNIGHTLIFE EVENT CENTER

VENUE RENTAL AGREEMENT

31 Wisteria Place, Millbrook, AL 36054

Renter legal name: _____ Phone: _____

Email: _____ Event type: _____

Event date: _____ Start time: _____ End time: _____

Additional hours approved: _____ Total rental charge: $_____ Deposit: $50

1. Reservation and Payment

The rental rate is $100 per hour, with a two-hour minimum ($200). The $200 base rental fee must be paid by invoice no later than 24 hours before the scheduled event start time. A separate $50 refundable security deposit is due at the time of booking to reserve the date. For a standard two-hour rental, the total amount paid is $250, of which $50 may be refunded after inspection. The deposit is not credited toward rent. Any additional rental time is $50 per hour, must be approved in advance, and must be paid at booking. Unapproved extensions are not permitted.

2. Security Deposit and Inspection

The $50 security deposit will be refunded after the event if inspection confirms the premises and contents are clean, undamaged, and returned to their original condition, and all cleanup requirements have been met. The venue may deduct documented cleaning, repair, or replacement costs from the deposit and may seek payment for costs exceeding $50. The venue will provide an explanation of any deductions. Refunds will be processed within 7 business days after inspection to the original payment method where practicable.

3. Access and Event Times

Renter receives a complimentary 30 minutes immediately before the reserved event time for setup and 30 minutes immediately afterward for cleanup. These periods are not additional event or guest-use hours. All guests, vendors, decorations, and belongings must be removed by the end of the cleanup period. Renter may not enter before the permitted setup time.

4. Cleaning and Departure

Renter must leave the venue as found. Remove all decorations, food, personal items, and supplies. Bag all trash and take it to the dumpster behind the building. Sweep all used floors and spot-mop spills or sticky areas. Wipe down tables, chairs, counters, and other used surfaces. Wash or wipe out and wipe down any used appliances, including the microwave and refrigerator as applicable. Remove food and beverages from appliances. Return furniture to its original placement. Restrooms must be left tidy. Do not leave trash or debris outside the dumpster. Renter is responsible for cleanup by all guests and vendors.

5. Decorations and Property

No nails, screws, staples, glitter, confetti, open flames, or adhesives that damage walls, floors, furniture, or fixtures. All decorations must be removed without damage. No moving or removing venue equipment or furnishings without permission. Renter is responsible for loss or damage caused by renter, guests, or vendors, excluding ordinary wear and tear.

6. Alcohol and Prohibited Transactions

Alcohol may be served to adults of legal drinking age only, subject to applicable law. Alcohol may not be sold. No exchanging cash or other payments at the event for alcohol, admission, goods, services, tips, donations, or any other profit-making purpose. Renter is responsible for preventing underage drinking, unsafe conduct, and intoxicated driving. The venue may end an event for violations of this policy or law.

7. Conduct and Safety

Renter is responsible for guests, minors, vendors, and event activities. No illegal activity, smoking or vaping indoors, weapons, fighting, excessive noise, or blocking exits. Follow occupancy limits, posted rules, fire safety requirements, and reasonable staff instructions. Keep doors, hallways, and emergency exits unobstructed. Renter must report accidents, spills, and damage promptly.

8. Cancellations and Changes

The $50 security deposit is intended to secure the reservation and remains refundable only under the post-event inspection conditions stated above when the event occurs. Any cancellation, rescheduling, or refund of rental fees must be agreed to in writing by the venue. No date or time change is effective without written approval. If the venue cannot provide the space for reasons within its control, amounts paid will be refunded.

9. Liability and Enforcement

To the extent permitted by Alabama law, renter is responsible for claims, damage, and expenses arising from renter's or guests' negligent or wrongful acts. The venue is not responsible for unattended or lost personal property except as required by law. The venue may terminate an event for material rule violations or unsafe activity. Nothing in this agreement waives liability that cannot lawfully be waived.

10. Agreement

By signing, renter confirms that they have read, understand, and agree to the payment, deposit, access, cleaning, conduct, and alcohol rules above. Any amendments must be in writing and accepted by both parties.

Renter signature: _____ Date: _____

Venue representative: _____ Date: _____