

2535 MAIN STREET RENTAL

MEETING ROOM RENTAL AGREEMENT AND CONTRACT

MEETING ROOM RATES:

The 2535 Main Street Rental Facility: **Half Day:** \$200.00 (4 hours), **All Day:** \$300.00 (8 hours), **Two Day:** \$500.00 (16 hours).

Security Deposit: \$50.00

MEETING ROOM POLICIES:

The following policies are set forth for rental of meeting space at 2535 Main Street and Group agrees to abide by these policies.

RENTAL PROCEDURE:

All room rental fees must be submitted with signed Meeting Room Request Form and Meeting Room Rental Agreement and Contract to reserve the meeting space.

CANCELLATIONS:

No penalty if written notice is provided two weeks prior to meeting date. Cancellation less than two weeks will be assessed a 25% administrative fee. No refunds if cancellation is less than one week from scheduled function. A full refund, less applicable cancellation fees, will be mailed to Group upon cancellation.

MARKETING:

Please give name and phone number of Group contact (not 2535 Main Street) in marketing pieces.

ROOM SET-UP:

Fees include WiFi, Large wall mount flat screen smart TV, 15' Conference tables with chairs, lounge area with sofa, work top desk, Kitchenette, Keurig coffee maker, commercial grade chaffing dishes with electric heat. Other tables with chairs are available. Handicap accessible Bathroom with infant changing table.

Group is responsible for the repair of any damage incurred to the 2535 Main Street Rental.

CLEAN-UP:

Group is responsible for the cleanliness of meeting facility upon conclusion of event; a clean-up fee of up to \$100.00 will be assessed if meeting space is not returned to its original state.

- Chairs and tables must be straightened and returned to original position
- No used materials or trash to be left in meeting rooms
- All used paper, plastic ware; bottles and cans must be place in trash receptacles
- Leftover food must be placed in trash receptacles

FOOD:

Group may bring in food. The Group may use anything from the Kitchenette and Refrigerator and we will bill you after taking inventory.

The room is stocked with Bottled Water, Various Pop, K cups and Ground Coffee.

MISCELLANEOUS:

NO SMOKING INSIDE THE RENTAL FACILITY

CONTRACT

Group assumes all risk of, and agrees that Ventec Refrigeration or its other Ventec entities (VRI Holdings, Ventec Management, Ventec Real Estate, Ventec Leasing) shall not be liable for any damage to property or injury to or death of any persons including, without limitation, Group or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in on or about Ventec Refrigeration (VRI Holdings, Ventec Management, Ventec Real Estate, Ventec Leasing) and the 2535 Main Street premises from any cause except where such damage or injury arises out of the gross negligence of the 2535 Main Street. Further, Group shall fully indemnify and hold Ventec Refrigeration (VRI Holdings, Ventec Managements, Ventec Real Estate, Ventec Leasing) and the 2535 Main Street and its respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability (including, without limitation, all expenses of litigation, court costs, and attorney's fees) for any injury or death to any person, including, without limitation, any injury, disfigurement, or death, any monetary claims, including without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Group's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

Group assumes all responsibility for repair and restoration in the event of damages caused by the Group or their invitees. Group agrees to be, and is, responsible for ensuring that the meeting, including the layout of the meeting room and any equipment and/or other item used in connection with the meeting and/or the Group function, is ADA accessible and compliant. Group also agrees to comply with each and every term and provision of the 2535 Main Street Rental Agreement, which is incorporated into and made part of this Contract as if fully set forth herein.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY VENTEC REFRIGERATION (VRI HOLDINGS, VENTEC MANAGEMENT, VENTEC REAL ESTATE, VENTEC LEASING) AND THE 2535 MAIN STREET MEETING PLACE POLICIES AND AGREEMENT AND THIS CONTRACT.

Group _____ Name _____

Signed _____ Date _____

RETURN A SIGNED COPY OF THIS AGREEMENT AND PAYMENT TO:

Ventec Refrigeration

2531 Main Street

Pittsburgh, PA 15235

YOU WILL RECEIVE A LETTER OF CONFIRMATION BY EMAIL

MEETING ROOM REQUEST FORM

Contact Name: _____

Group Name: _____

Phone: _____ Fax: _____

E-Mail: _____

Street Address: _____

City, State, Zip code: _____

Meeting Date(s) & Time(s) Requested: _____

Event Type: _____

Approximate Number of Attendees: _____ (35 person limit)

Will you be serving food at your event? Yes No

If yes, name of the caterer if applicable:

Approximate time you will come by to pick up the key:

ALL ROOM RENTAL FEES MUST BE SUBMITTED WITH THIS MEETING ROOM REQUEST FORM
AND THE RENTAL AGREEMENT AND CONTRACT

Total Amount Due \$

Check Enclosed: _____ Check Number: _____

Credit Card Number: _____ 3 digit code _____

Expiration Date: _____ Zip Code _____

SIGNED: _____ DATE: _____

(signature authorizes charge to your account)

PRINT NAME: _____