



Creekside Event Rental Agreement

Thank you for choosing Chehaw for your upcoming event! By signing this agreement, you are reserving Creekside for the following date(s)_____.

To guarantee your date, this contract must be signed and deposit paid.

Renter will have access to the building no earlier than 8:30 a.m. and no later than 11:30 p.m. to allow for cleanup and closure of the site by midnight.

Description of Fees:

Creekside Event rental begins at \$1600 for weekend full day weekend rentals, and \$850 for weekday rentals.

A \$500 refundable damage deposit is due when your date is reserved and the contract is signed. You are responsible for any damages or situations that require excessive cleanup by Chehaw staff that occur during the rental period, including those created by your guests or vendors. Reconciliation of this deposit, less any damages and/or excessive clean up fees, will be made three to four weeks following the event date.

A \$200 cleaning fee is due 10 business days before your event. This fee is non-refundable.

A \$150 kitchen cleaning fee is due 10 business days before your event if using kitchen.

50% of the room rental fee is due 90 days before your event. The remaining balance is due 10 business days before your event.

A \$200 per hour charge will be applied to your fee for every hour your party would like to use the Park outside of the 8:30 a.m. to 11:30 p.m. window but within this window of 6:30 a.m. to 12:30 p.m.

Cancellations

There is a \$250 cancellation fee if you cancel your event.

Renter will forfeit the entire deposit of \$500 if cancellation occurs 30 days or less prior to the event.

Renter will forfeit 50% of the room rental fee, if cancellation occurs 2 weeks or less prior to the event.

If you must cancel your event, you can apply any room rental fees paid to another available date within a 12 month period. The \$250 cancellation fee and forfeiture of \$500 deposit will still apply.

Chehaw reserves the right to cancel the event in case of an emergency. The event may be rescheduled without penalty on a mutually acceptable date. If a date cannot be established, or if the client opts not to reschedule, Chehaw will refund all paid fees.

Updated 8/18/23



Amenities

(20) 5' round tables, (22) 6'x18" tables, and 145 chairs are available for use by renter. Additional tables and chairs must be acquired by the renter and may be delivered directly to Creekside during normal business hours.

Chehaw staff will not be responsible for unloading tables and chairs that are not Chehaw's property. The client is responsible for the safety and good order of all equipment and other property owned by Chehaw and is liable for said equipment and other property if it is lost, stolen, damaged, or misplaced. Chehaw shall have no responsibility for equipment supplied by client or another party. Chehaw reserves the right to approve all equipment used hereunder and its use and the supplier of the same.

In an effort to protect the integrity of Creekside, staff must approve all decorations prior to an event set up. Use of nails, staples, carpet tape, masking tape, and any other adhesive is prohibited. Confetti, glitter, rice, birdseed, or any similar material is also prohibited due to the safety of our wildlife. For outdoor events, no pyrotechnics, flammable equipment, loud speakers, or flying objects are allowed without express permission. Helium balloons or floating lanterns may NOT be used on the Park.

All candles must be contained or enclosed in glass. Flame must not reach higher than two inches below the height of the glass. Spilled wax may result in loss of damage deposit.

Alcohol, Food, Smoking

If you are selling alcohol at your event, all alcohol must be served by Chehaw staff. All alcohol served by Chehaw Staff must be sourced and provided by Chehaw.

Events **selling** food must present a valid permit. Chehaw is not responsible for any person that gets sick due to consumption of food provided by an outside vendor. Please note that the last drink will be served 30 minutes prior to the conclusion of the event.

Smoking or vaping is not permitted in Creekside.



Liability

In requesting the use of Creekside, the renter agrees to assume financial responsibility for any damage to or loss of objects or property belonging to Chehaw, and for any personal injury incurred caused by any actions consequent to technical determinations rendered by him or her under the provisions of this agreement.

The client shall defend and hold harmless Chehaw, the City of Albany, and its agents or representatives, from all claims for injury, damages, or death to persons or property arising from the performance and execution of the agreement including court costs, attorney fees, and other expenses caused by any act or omission of the client and/or its guests, invitees, or agents. The client agrees to pay for all damages to the premises or other Chehaw property.

Violations

If Chehaw determines that the terms of the agreement or any laws or ordinances have been violated, Chehaw can cancel the event at any time, even when in progress. Chehaw retains the right to keep any sums paid or to require additional reasonable payment.

I have read, understood, and agreed to the terms of this agreement.

Renter Signature: _____

Print Name: _____

Date: _____

Chehaw Representative: _____

Date: _____



Event Details & Payment Schedule

Group or Event Name:
 Type of Event:
 Number of Guests Expected:
 Event Start Time:
 Event Ending Time:

Gate Open		Gate Close	
Date	Time	Date	Time

Item	Cost	Payment Terms	Due Date (N/A if not applicable)	
Damage Deposit	\$500 (refundable*)	\$500 due upon confirming reservation		
Saturday-Sunday Full Day / Evening Event Rental Fee 830a-1130p	\$1600	50% due 90 days prior to reserved date Full amount due 10 days prior to reserved date	90 days	10 days
Monday-Friday Full Day / Evening Event Rental Fee 830a-1130p	\$850		90 days	10 days
Monday-Friday Meeting Rental Fee 830a-530p	\$650		90 days	10 days
Cleaning Fee	\$200/day		10 days	
Kitchen Cleaning Fee	\$150/day		10 days	
Bartenders	\$15 per bartender/hour		10 days	
Bar Set Up Fee	\$30/day		10 days	
Alcohol	Not fixed/plus tax		10 days	
AV Set Up Fee	\$25		10 days	

Please be advised a \$250 cancellation fee will be assumed by the renter in the event of reservation cancellation. Renter will forfeit the entire deposit of \$500 if cancellation occurs 30 days or less prior to the event in addition to the \$250 cancellation fee. Renter will forfeit 50% of the room rental fee in addition to the entire deposit of \$500 and \$250 cancellation fee if cancellation occurs 2 weeks or less prior to the event. *

Renter Signature: _____ Date: _____

Print Name: _____



By signing this contract, renter agrees to make payments to Chehaw by the above schedule. This payment schedule is enforceable by law, and the methods described below will be used in cases of delinquent payment. This agreement is binding, and in failure to meet its terms will allow Chehaw to take certain recourse. If payment should not be delivered at all, Chehaw will be entitles to contact a debt collection service. By signing this agreement, all parties agree to the terms as described. Both parties will receive a copy of this agreement and will be responsible for upholding its terms. I have read, understood, and agreed to the terms of this agreement.

Renter Signature: _____

Print Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date: _____

Chehaw Representative: _____

Date: _____

