

Event Venue Rental Agreement

This Rental Agreement ("Agreement") is entered into between Nico Hall ("Owner") and the undersigned Client ("Client"). By signing this Agreement, the Client agrees to all of the terms and conditions contained in this Agreement. Nico Hall is a 6,000 square foot event venue with a maximum occupancy of 350 guests.

20%	\$250	1:00 AM
Non-refundable booking deposit to reserve your date (refundable within 3 days of signing).	Refundable cleaning deposit, returned after a clean handover.	All events end by 1 AM. Approved overtime is \$50/hour, up to 3 hours.

Cancellation & Refund Timeline

When you cancel	Days before event	Refund	Details
Within 3 days of signing	Event more than 30 days away	Full deposit refund	Cancel within three (3) calendar days of signing this Agreement and paying the booking deposit and the full booking deposit is returned.
After 3 days — more than 60 days out	61+ days before the event	Deposit non-refundable	The 20% booking deposit is non-refundable once the three (3) day cancellation period expires. Any additional payments already made toward the balance are returned.
Within 60 days of the event	60 days or fewer before the event	All payments non-refundable	If the Client cancels within 60 days of the scheduled event date, all payments made to Nico Hall are non-refundable.
Reschedule request	Any time	Case by case	Requests to reschedule are subject to Nico Hall's approval and venue availability. Bookings made less than 30 days before the event follow a payment schedule set by Nico Hall and agreed to before confirmation.

01 Client Information

Collected when the agreement is signed:

- Client name
- Phone number
- Email address
- Mailing address

02 Event Information

Collected when the agreement is signed:

- Event type
- Event date
- Rental: Full-Day Rental
- Event start time and end time
- Estimated number of guests
- Maximum occupancy: 350 guests

03 Reservation & Payment

To reserve Nico Hall, the following requirements must be met:

- A tour of Nico Hall is required before a reservation can be finalized.
- A signed Rental Agreement is required.
- A 20% non-refundable booking deposit is required to reserve the event date.
- The booking deposit will be applied toward the total rental fee.
- The remaining balance must be paid in full at least 30 days before the event date.
- Reservations made within 30 days of the event date require full payment at the time of booking.
- Reservations are not confirmed until the required deposit has been received.

04 Cleaning Deposit

A \$250 refundable cleaning deposit is required for every rental. It is refunded after the event if the venue is left clean and in the same condition it was received. To receive the refund, the Client agrees to:

- Remove all decorations.
- Remove all personal belongings.
- Remove all food and beverages.
- Place all trash in designated trash containers.
- Wipe up spills.
- Return tables and chairs to their designated locations (if applicable).
- Leave the venue in a clean condition.

If Nico Hall determines additional cleaning is required, the cleaning deposit will not be refunded.

If cleaning or damages exceed \$250, the Client agrees to pay any additional costs.

05 Cancellation Policy

For bookings made less than 30 days before the event date, the payment schedule will be determined by Nico Hall and must be agreed to by the Client before the reservation is confirmed. The Client may cancel the reservation within three (3) calendar days of signing this Agreement and paying the booking deposit to receive a full refund of the booking deposit, provided the event date is more than thirty (30) days away.

- After the three (3) day cancellation period expires, the 20% booking deposit is non-refundable.
- If the Client cancels the event within 60 days of the scheduled event date, all payments made to Nico Hall are non-refundable.
- Requests to reschedule are subject to Nico Hall's approval and venue availability.

06 Rental Period & Overtime

Nico Hall is rented on a daily basis. The rental includes use of the venue during the agreed rental period listed in this Agreement. All events must end by 1:00 AM unless overtime has been approved by Nico Hall. Approved overtime:

- Begins only after 1:00 AM.
- Costs \$50.00 per hour.

- Maximum overtime allowed is 3 hours.
- Must be approved before the event ends.
- Is subject to venue availability.

Unauthorized occupancy beyond the approved rental period may result in additional charges.

07 Setup & Cleanup

The rental includes reasonable time for setup and cleanup during the agreed rental period.

All decorations and personal belongings must be removed from the venue by the cleanup time agreed upon by the Client and the Owner.

The Client is responsible for leaving the venue in a clean condition. Failure to vacate the venue or remove all decorations and personal belongings by the agreed cleanup time may result in additional charges and/or the forfeiture of the refundable cleaning deposit.

08 Alcohol Policy

Alcohol is permitted only if all federal, state, and local laws are followed. The Client is solely responsible for:

- All alcohol served during the event.
- Ensuring no alcohol is served to anyone under the legal drinking age.
- The conduct and behavior of all guests consuming alcohol.

Nico Hall reserves the right to end the event immediately if alcohol service becomes unsafe or unlawful.

09 Venue Rules

The Client agrees to:

- Follow all federal, state, and local laws.
- Respect Nico Hall property.
- Supervise all guests and children.
- Keep the venue clean.
- Vacate the venue on time.

The following are prohibited unless approved by Nico Hall:

- Smoking or vaping inside the building
- Illegal drugs
- Fighting or disorderly conduct
- Fireworks
- Open flames
- Glitter
- Confetti
- Nails, screws, staples, or anything that damages walls or ceilings

10 Decorations

Decorations are permitted provided they do not damage the venue.

All decorations must be removed before leaving.

Any damage caused by decorations will be the responsibility of the Client.

11 Damages

The Client accepts responsibility for any damage caused by the Client, the Client's guests, vendors, or invitees.

Repair or replacement costs will be billed to the Client.

12 Lost or Stolen Property

Nico Hall is not responsible for any lost, stolen, or damaged personal property.

13 Parking

Guests must park only in designated parking areas.

Nico Hall is not responsible for damage to or theft from vehicles.

14 Right to Terminate Event

Nico Hall reserves the right to immediately terminate an event without refund if any of the following occur:

- Illegal activity
- Violence or fighting
- Property damage
- Unsafe behavior
- Violations of this Agreement

15 Liability

The Client assumes full responsibility for the conduct of all guests attending the event.

The Client agrees to indemnify and hold harmless Nico Hall, its owners, employees, and representatives from any claims, injuries, damages, liabilities, or losses arising out of the Client's event, except to the extent caused by Nico Hall's negligence or willful misconduct.

16 Walk-Through

A representative of Nico Hall may conduct a walk-through with the Client before and after the event to document the condition of the venue.

17 Entire Agreement

This Agreement constitutes the entire agreement between Nico Hall and the Client.

Any amendments or modifications must be made in writing and signed by both parties.

Client Acknowledgment

I have read, understand, and agree to the terms and conditions of this Rental Agreement, including the Cancellation & Refund Timeline above.

CLIENT

Client Name

Client Signature

Date

NICO HALL REPRESENTATIVE

Representative Name

Signature

Date