



Diversity Den (DDC) Space Rental Contract

SPACE RENTAL INFORMATION AND APPLICATION

Mission:

The Diversity Den Café (DDC) will bring people together to enjoy a specialty beverage while providing opportunities to network and convene with a diverse group of people. Our primary goal is very simple. The coffee house will provide a place where diversity is a necessity. Complimenting it will be a sophisticated, sensual, yet casual coffee experience where customers can escape the regular 9 to 5. We will illustrate integrity and social responsibility in every drop of coffee we serve. Thanks for visiting, and we hope that we can be of service.

The Diversity Den is a Wifi hotspot so you can surf the internet or connect to the office in a comfortable and familiar environment. Come relax with your laptop and enjoy your favorite beverage and pastry. To learn more about our company please visit our website at www.diversityden.com or call us for more information at (704) 792-CAFÉ (2233).

Participating Organization/Individual(s): _____

Address: (street, city, state and zip code) _____

DDC Independent Contractor: _____

Event Contact Name: _____

Phone _____ Fax _____ Email Address _____

Date of event: _____ # guests: _____

Name of Event: _____

Please describe your event: _____

Set-up time for event from _____ to _____ Event time from _____ to _____

Clean-up time from _____ to _____

Room Set Up Requirements: Class Room _____ Conference Room _____

TOTAL EVENT HOURS _____

WE CAN REFUSE MONIES OF ANY INDIVIDUAL AND CAN ALSO REFUSE TO REFUND MONIES.

MAKE ALL CHECKS PAYABLE TO: DIVERSITY DEN CAFÉ 160 Concord Commons, Suite D-1 Concord NC 28027.

PLEASE NOTE: You are responsible for leaving the room space as you found it.

Please notify your event designee of all store guidelines, and request that they contact Diversity Den Cafe to discuss set-up. 704-792-CAFÉ (2233).

I HAVE READ THE GENERAL GUIDELINES FOR THE USE OF DDC AND ASSUME PERSONAL RESPONSIBILITY FOR COMPLIANCE WITH THESE GUIDELINES.

Signature _____ Date _____

(DDC office use only)

Application approved _____ Date _____

INS cert. rec'd _____ Dept ABC Daily Use Permit req'd? _____ Permit rec'd _____

Deposit rec'd _____ Invoice sent _____ Balance rec'd _____

DDC SPACE RENTAL CONTRACT

Please signoff that you have read and understand each item.

1. **Daytime Weekday Meeting** events: Space rental fee is based upon usage (Conference or Class Room setting) but not limited to set-up and clean-up time. 9am to 5pm

Evening & Weekend events: Space rental fee is based upon usage (Conference or Class Room setting) but not limited to set-up and clean-up time. 5pm to until

(Please speak with the coordinator to obtain a listing of the amenities included, when applicable)

50% of this fee is required to hold the space. The remaining amount must be paid two week before the event.

2. DDC associates and/or contractor needed during the duration of the space rental (including set-up and cleanup) are at a rate of \$10/hr. each.

3. **Non-refundable cleaning fee 20% of event fee.**

4. **Electronic Hook Up (TV Wall Mount) \$25 fee.**

5. **A Security Deposit of \$250 is on all rentals.** You hereby assume full responsibility for the conduct of those attending the event and for any misuse or damage of DDC property. Any damage to the facility and its grounds beyond ordinary wear and tear and will be billed for any such damages. Determination of the amount of such damage shall be within the sole jurisdiction of the Diversity Den Cafe and payment for such damage shall be deducted from the damage deposit with the balance returned to the lessee within 14 days following the event.

6. You hereby agree to indemnify and hold harmless DDC from any damages, losses, or claims resulting from or relating to the conduct of the event, including without limitation, any damage to personal property.

7. You are required to appoint one designated attendant from your organization. The attendant shall be solely tasked during the event with monitoring and ensuring the safety and security of the facility. During the time the facility is being used, the lessee is responsible for any and all accidents, damages or loss of property. The Diversity Den Cafe and its designated representatives shall be held harmless for any and all claims resulting from use of the Cafe.

8. You agree to submit your program (agenda) for review by DDC at the time of payment of the initial rental deposit.

9. DDC *must be notified in writing at least 25 days in advance of the event* if food or drink is to be served. Burners and/or flames are prohibited in the store and may not be used for the preparation and/or warming of food. **You agree that you are responsible for having a signed and stamped temporary license in order to serve any alcoholic beverages.** Alcoholic drinks are prohibited from leaving DDC.

10. **You hereby acknowledge no outside product sold at DDC is permitted on the premise.**

11. If your event requires food not provided by DDC; and you require like a list of approved catering company's menus certified by the Public Health Department. If so, DDC *must be notified* in writing at least 25 days in advance.

12. DDC *must be notified* in writing at least 25 days in advance of the event if a live band or amplified music is scheduled.

13. You are responsible to leaving DDC as you found it.

14. Smoking is not allowed at DDC.

15. Your designated contact person must arrive at least 30 minutes before event to review DDC room guidelines with attendant.

16. DDC Management must approve in writing any use of adjoining rooms.

17. You agree that this document contains the terms of agreement between you and DDC with respect to your use of the DDC facility and is a legally binding agreement and shall be governed and construed in accordance with the laws of North Carolina applicable therein.

18. Decoration:

Walls: Nothing can be hung from the walls.

Ceilings: User groups may not attach any items to the ceilings due to the complexity of the ceiling tiles, lights, The Den decorations and sprinkler system.

Open Flame: Due to fire hazards, all open flames (table candles, etc) must be enclosed.

Fire Exits: No fire exits may be blocked by decorations, tables, etc.

Balloons: Balloons may be used during events but they must be weighted down to prevent them from getting caught in our ceiling and ceiling fans.

Mounting materials: Mounting materials which would hurt the facility are not allowed. All decorations and mounting materials must be removed in their entirety at the end of the rental of the facility.

19. **The Den's Right To Cancel:** In the event of mechanical failure or other unforeseen occurrences that render the fulfillment of this agreement by The Den. For active Generations impossible or impractical, this agreement shall be terminated or suspended by The Den's option, and the user (lessee) waives any claim for damage or compensation shall this agreement be terminated.

I HAVE READ THE ABOVE GENERAL GUIDELINES FOR THE USE OF DDC AND ASSUME PERSONAL RESPONSIBILITY FOR COMPLIANCE WITH THESE GUIDELINES.

Signature _____

Date _____

DDC EVENT CHECKLIST

Event Preparation (2-3 weeks ahead of time):

- Alcoholic Beverage Control Daily License secured (<http://www.abc.nc.gov/forms>)
- DDC assistance requested for event \$10/hr

Event Setup (day of):

- Package Requirement Set Up (Per Order)
- Hot Cold Cups Required number of attendees' _____
- Equipment Set up

Event Takedown (immediately following):

- Clear table and put trash in receptacle
- Ensure room is return as provided.

Notes:

Applying for Use of DDC Space:

A signed DDC SPACE RENTAL CONTRACT, signed APPLICATION FOR USE OF DDC SPACE, CERTIFICATE OF INSURANCE, and 50% DEPOSIT (including clean-up fee) must be Submitted at least two weeks prior to the use of the space.

Your reservation is not confirmed until all paperwork and deposit payment have been received and approved. Any additional charges will be invoiced. DDC will approve/decline all application and return a copy of signed application to applicant. DDC must be notified of any changes or cancellations. PLEASE NOTE: DDC has easy access to area parking in the front of the store with a back door entrance for loading and unloading, if required.

Refund Policy: 100% within 24 hours of contact execution; 75% within 2 weeks of the event; 50% within 1 weeks of event; 0% less than one week of the event