

Eta Nu Education Foundation

913 Martin Luther King Jr. Boulevard
Pompano Beach, Florida 33060



This Lease/Rental Agreement is dated as of _____, by and between the Eta Nu Education Foundation and _____ (Lessee) for the purpose and at the times specified in this agreement.

Name of Applicant (Renter/Lessee)		Telephone Number	
Street Address of Applicant		Driver's License of Applicant	
City, State, Postal Code		Email Address	

Event Type:

- Wedding Reception
- Birthday Party
- Reunion
- Workshop/Forum
- Party (type)
- Funeral/Repass
- Other (please explain)

Note: Worship services are not permitted for rental purposes.

Fee Schedule

This engagement will be conducted on a Time & Materials basis.

1	\$325.00	Rental fee for up to a maximum of three (3) hours
2	\$75.00	Per additional hour after three (3) hours
3	\$200.00	Security Deposit
4	\$35.00	Penalty for Non-Sufficient Funds (NSF)

*** All Checks are to be made payable to the *Eta Nu Education Foundation*.**

Period of Activity

Date of Reservation:	Beginning Time:	Ending Time:

Engagement Resources

Number of tables requested:	Number of chairs requested:	Audio/Visual request:

Renter/Lessee Shall Agree to the following Terms

1. No alterations of any kind will be made to this agreement without prior consent of the lessee.
2. The lessee will obtain and provide a certificate of insurance reflecting the following limits of liability:
 - Bodily Injury \$100,000 per person, \$300,000.00 per occurrence
 - Damage to Rented Premises \$1,000,000.00 per occurrence

It is expressly understood and agreed that the owner of said premises, the Eta Nu Education Foundation, Eta Nu Chapter of Omega Psi Phi Fraternity, Inc. will not be liable for any damages or injuries to the lessee, his/ her family, friends, or guests, or their property, from whatever cause arising from occupancy of said premises.

3. The lessee will be solely responsible for the event and will remain on premises during the event. The lessee will be solely responsible for the decorum and behavior of their guest and will exercise control over them.
4. The lessee agrees to protect the property and furnishings from damage or loss, including wall coverings, pictures, plaques or any other furnishings such as tables, chairs, appliances, thermostats, televisions, etc.
5. The lessee may be required to provide their own licensed and insured security for their event. The Agent of the Eta Nu Foundation may require the lessee to pay for an off duty Broward County Sheriff Office officer. The agent may require one officer for each 100 people in attendance. The Agent will arrange for the officer not the Lessee. The officer will be on the premises ¹/₂ hour before the event and ¹/₂ hour after the event is ended.
6. Table decorations are permitted, however, no nails, staples, pins, thumb tacks or other damaging materials can be used or lessee is subject to forfeiture of the security deposit.
7. All decorations must be flame retardant. Painter's tape can be used to secure decorations on the walls.
8. Music or conversations whether live or recorded must not be heard beyond the confines of the external walls of the building. A representative of the Eta Nu Education Foundation has the authority to instruct the lessee to turn down the volume and may end the event if this request is not complied with.
9. The lessee agrees to a maximum attendance of 150 guests.
10. The kitchen area will not be used for the cooking of meals. The kitchen may be used for warming and preparation of meals. Meals must be brought in prepared and ready to be served. If violated, the deposit is subject to forfeiture.
11. The lessee agrees to provide their own garbage bags for trash. The tables, chairs and kitchen area must be cleaned prior to leaving the facility after the event. **Security deposit may be returned within 15 days after the event if all provisions of this agreement are adhered to. Specifically, the premises must be left in a clean, orderly, and undamaged condition by lessee.**
12. Smoking is prohibited within the building. Lessee will be subject to forfeiture of the deposit.
13. The event must end at 1:00 AM. The music must be turned off and all guests must be exiting the building in an orderly fashion and shall vacate the property within ¹/₂ hour after the closing time except for the cleaning crew.

Assumptions

The lessee agrees to payment upon the signing of the contract. The lessee agrees to full payment of the balance of the security deposit fourteen (14) calendar days prior to the lessee obtaining access to the building. Payment must be paid in cash if less than 14 calendar days prior to the scheduled event.

If the event is canceled with fourteen (14) days prior notice – the deposit will be refunded. If the event is cancelled with less than fourteen (14) calendar days' notice – the deposit will not be refunded.

IN WITNESS, WHEREOF, the parties hereto have caused this Rental/ Lease agreement to be effective as of the day, month and year first written above.

Lessee Signature:

Date:

Note: Please contact Daryl Johnson at (754) 224-0714 or Email Etanu@Etanu.org for submittal and scheduling to rent/lease the facility for an event.

Office Use Only

Full or Partial Payment Received:

Balance of Payment Received:

Security Deposit received:

Security Deposit refunded: