

- (a) A deposit of \$25 is required to reserve a date. The reservation fee will be applied to the billing if there is no cancellation.
- (b) A five percent Late Charge Fee may be assessed to the unpaid balance after the 10<sup>th</sup> of the month following the reserved month for any unpaid rental fees.
- (c) TCRA shall have the right to deny use of the premises to Renter unless the full rental amount has been paid no later than 30 days prior to the date of the rental unless otherwise agreed to at time of contract.
- (d) TCRA agrees to refund the damage and cleaning deposit if there is no damage to the premises while under the control of the Renter and if the premises are left in a clean condition with no damages to the premises.
- (e) Should any damage occur, Renter agrees that the damage and cleaning deposit shall be applied toward restitution and repair, and Renter shall further pay any balance for same. Renter shall be responsible for any and all damages caused by any person in attendance.
- (f) TCRA will be responsible for the general cleaning of the rented facility unless otherwise stipulated. Renter will be responsible for removing all of Renter's personal property at the end of rental period. If Renter needs to store anything beyond the time of rental period, arrangements must be made in advance with TCRA.
- (g) If requested, proof of liability insurance satisfactory to TCRA must be provided in advance to TCRA.
- (h) The use and installation of any and all decoration must be approved in advance by TCRA. No signs, photos, flowers or any other objects shall be attached to any wall, ceiling, room divider, window or door.
- (i) The microwave is to be used for food warming only. Cooking may be done only with prior written authorization from TCRA.
- (j) All food and food services must meet all health code requirements.
- (k) Upon request, caterers must provide proof of liability insurance satisfactory to TCRA before the rental date.
- (l) TCRA reserves the right to approve/prohibit any Renter's caterer from rendering services at the premises.
- (m) Renter must assure TCRA that the number of guests agreed to in #5 will not be exceeded.
- (n) Tables and chairs are supplied by TCRA. Any variations or changes desired by Renter will be at Renter's expense.
- (o) TCRA does not provide linens of any kind.
- (p) All deliveries and pickups must be scheduled in advance through TCRA staff.

- (q) Renter agrees to comply with all laws and ordinances and regulations affecting the premises and its cleanliness, safety, occupation and uses.
- (r) Renter is responsible for taking out what is brought into the facility including all trash.
- (s) There will be no alcoholic beverages on the premises without a Banquet Permit, supplied by Renter.
- (t) Any use of candles must be approved by TCRA.
- (u) No smoking is allowed on TCRA premises.
- (v) No animals except those which are trained to assist the disabled will be allowed in the facility.
- (w) As a further condition of this Rental Agreement, Renter agrees to defend, indemnify and hold harmless TCRA, its agents, servants and employees from and against any and all claims, liability and expense of any kind arising from injuries or damages arising from or relating to use of the premises during rental. In this regard, Renter shall be responsible for Renter's guests, invitees, trespassers, employees and agents.

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Renter Acknowledgement and Signature

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Date