



The Grange Estate

Venue Rental Agreement



9A Grange Estate Christiansted VI 00820
www.TheGrange.Place
410.689.5472

Venue Rental Agreement

This Venue Rental Agreement ("Agreement") is made between _Grange Estate_____ ("Owner") and _____, ("Renter"), referred to collectively as the "Parties."

The Venue being rented ("Premises") which is the subject of this Agreement, is located at :
9A Grange Co, Christiansted St Croix, USVI 00820.

1. TERM

- The term of this Agreement shall commence on the date of full signature and continue through the Event date and the Terms of this Agreement.

Name: _____ Phone: _____

Mailing Address: _____

City _____ State _____ Zip Code: _____

Email: _____

Co-Host's Name: _____

Credit Card Number:

Name on Card: _____ Exp Date: _____
CCV: _____

Note: The Renter's credit card information will be held on file and will only be charged for deposits and if the Premises is damaged or if the balance is not paid in full when due.



3. EVENT INFORMATION

- Event Date: _____
- Event Type: _____
- Expected Number of attendees: _____
- Event Start Time: _____
- Event End Time: _____
- Event Theme: _____
- Will Event Be Catered? Yes/ No
- Will Alcohol Be Served? Yes/No
- Will you need additional rentals? (Tables, chairs, flatware, linens) Yes/No

Set Up Description:

- Describe Setup: (Lights, tents, catering, etc.)

- Events Setup Start Time: _____
- Event Breakdown End Time: _____ - 10 PM
- Do you need WIFI? Yes / No

Note: The Grange Estate offers rental space availability from 10 AM to 10 PM.

We understand that some events may require an earlier start, and we are happy to discuss and negotiate early access to accommodate your specific needs. "Day Before" set up is an additional.



4. RENTAL RATE AND FEES

The rates and fees to be paid by the Renter include the following (check all that apply):

Venue Rental Fee \$_____
(Includes \$500 Damage Protection Fee)
Cleaning fee \$_____ + \$250
Set Up Day Before fee \$_____ + \$
Additional Rentals: _____ = \$ Varies

5. Deposit \$_____.00.
(50% Deposit due to reserve venue. The deposit is subject to the Cancellation terms herein.)
Acceptable payment methods include: Zelle, Money Order, Cashier's Check, and Credit Card (3% processing fee will apply.)

The Venue Rental Fee provides for the Renter's use of the Premises only for the hours and times described above, including setup and cleanup. An overage fee of \$_____ will apply for every 15 minutes the Event extends past the agreed-upon end time.

6. TOTAL AMOUNT DUE.
The expected total amount due from Renter to Owner is \$_____. This amount is due in full to the Owner by _____. Acceptable payment methods include Cash, Check, Credit card. If payment is made by credit card, a ___3___% processing fee will apply. Renter agrees to pay a \$75.00 processing fee for any check of Renter that is returned.



7. CANCELLATION In the event of a written notice of cancellation by Renter at least ninety (90) calendar days before the Event, Renter shall receive a refund of all payments made by Renter, less an administrative fee of \$_____. Owner shall have no obligation to re-rent or apply any refund if re-rented. If the Renter is renting the Premises within 90 days prior to the Event, Renter will not be entitled to a refund of any rent payment made hereunder.

For cancellations made less than thirty (30) days prior to the scheduled event date, fifty percent (50%) of the booking fee shall be refunded. For cancellations made less than ten (10) days prior to the scheduled event date, twenty-five percent (25%) of the booking fee shall be refunded. No refunds shall be issued for cancellations made within forty-eight (48) hours of the event date. The aforementioned refund policy is non-negotiable and binding upon the renter.

8. CHANGES IN DATE. If Renter must change the date of the Event, Owner will make every effort to move the reservation to the new date. If Owner cannot move the reservation, and Renter must cancel, the provisions of this Agreement's Cancellation section will apply. Renter acknowledges that last-minute date changes may impact the quality of the Event. Owner is not responsible for any such compromises in quality.



9. RENTER'S USE OF PREMISES

- Renter's activities while on the Premises shall be limited to those compatible with use of the building/grounds.
- Renter is prohibited from engaging in conduct that is not reasonable under the circumstances. **Owner reserves the right to ask any person or group of people behaving in an unruly, dangerous, or disruptive manner to leave the Premises. Smoking, including vaping, is not permitted anywhere on the Premises. The use of any flame is prohibited on the Premises.**
Use of battery operated "flameless" candles is permissible.
- Any fixture or furniture movement must be pre-approved by Owner, and Renter agrees to restore all areas to their original appearance at the end of the Event (sign both parties)

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- All coolers or containers holding liquid must be placed on a waterproof surface to avoid damage to the furniture or floor. Spills must be cleaned up immediately.
 - The Premises has a maximum occupancy of 300 attendees.



10. CLEANUP OF PREMISES FOLLOWING EVENT

- Renter is responsible for cleanup following the Event.
 - Cleanup shall mean returning the Premises to the same condition it was before the Event.
 - Specifically, cleanup shall include:
 - Decoration Removal
 - Trash Removal
 - Dish Washing
 - Sweeping Floors
 - Wiping Dirty Surfaces
 - Other:
-

- Unless Owner gives prior written approval, Renter may not tape, glue, nail, or otherwise affix anything to the walls, fixtures, or floors of the Premises.

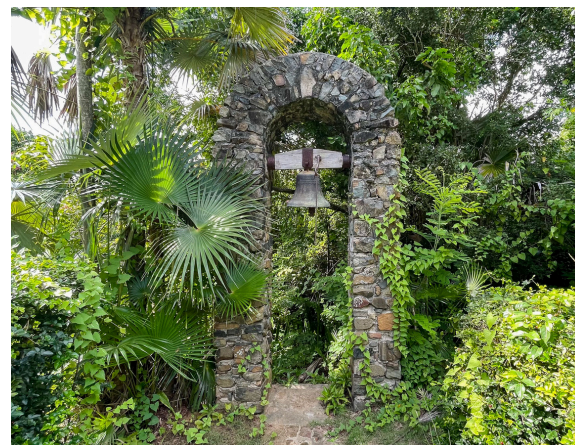
11. ADDITIONAL ITEMS, PERMISSIONS, PROVIDED BY OWNER In addition to the use of the Venue, Renter is permitted to have or use the following items. provided by Owner: _____

12. PHOTOGRAPHY Owner may use all Event photographs and video footage for promotional purposes, unless otherwise stated in writing by the Renter.



13. **INSURANCE** Special Event Liability insurance is required of all renters and is due no later than ten (10) days prior to your event. Failure to provide proof of insurance shall be deemed an automatic Cancellation by Renter. The insurance must, at the renter's sole expense, provide and maintain general liability insurance for the Event, including but not limited to bodily injury and property damage liability, insuring Owner and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of Renter's use and occupancy of the premises, or any other occupant on the premises. The insurance required hereunder shall have a single limit liability of not less than Five Hundred (\$500,000.00), and general aggregate liability of not less than One million (\$1,000,000.00). Owner shall be named as an additional insured of said policy. If alcohol is served at the event your policy must include Liquor Liability coverage. This coverage should protect the Renter and Owner against alcohol-related accidents, as Renter is ultimately liable for the safety of its guests. Any caterers and/or outside vendors, companies, and/or institutions must provide certificate of insurance, evidencing General Liability and Liquor Liability coverage, naming Owner as stated, and will be delivered at least ten (10) days prior to the event. Failure to provide proof of proper liquor license or insurance shall be deemed an automatic Cancellation by Renter.

14. **RELEASE OF LIABILITY** If Renter has any claim or cause of action against Owner arising from or related to this Agreement, whether arising in tort or contract, or if Renter, their guests, invitees, or vendors, are injured at the Premises or as a result of the Event, even if based on or caused by Owner's negligence or the negligence of Owner's employees or independent contractors, Renter's recovery and Owner's liability is limited to the total amount paid from Renter to Owner under this Agreement and Owner will have no further liability to Renter, regardless of the total amount of costs or damages, including but not limited to direct, special, incidental, indirect, or consequential damages, claimed by Renter.



15. INDEMNIFICATION AND HOLD HARMLESS;
ASSIGNMENT Renter has had the chance to perform due diligence and accepts the Premises "as is" and "where is." Renter acknowledges that the Premises are historic in nature and surfaces and access may cause certain hazards that guests, invitees, and vendors may encounter, and Renter agrees to make said persons aware of such hazards and that the Event is being held at a historic property. Renter agrees to indemnify and hold harmless Owner from and against any liability for personal injury, property damage, or property loss sustained by any person (including but not limited to Renter's guests, attendees, vendors, staff, and so on) as a result of any cause, unless directly caused by the willful affirmative act of Owner. The Parties agree that if a regulatory authority or agency finds Renter's use of the Premises to violate a regulatory ordinance or regulation, Renter shall indemnify and hold Owner harmless from and against any claim or demand resulting from Renter's use of the Premises. If any action, demand, allegation, or proceeding is brought against Owner arising out of or related to Renter's rental or use of the Premises, Renter, upon notice from Owner, must defend such action or proceeding at Renter's cost. Further, Renter must pay all costs and attorneys' fees, as well as any fines, judgment, or decree which may be entered against Owner. Renter shall not assign this Agreement to any other person.



16. RESERVATION OF RIGHTS Owner reserves the right to cancel this Agreement for non-payment or non-compliance. The rights of Owner set forth in this Agreement are in addition to any rights or remedies available to Owner at law or equity.

17. FORCE MAJEURE Owner will not be liable to the Renter for any loss resulting from an act of God, natural disaster, an emergency or accident of any kind, or general disruption of the Internet or power.

18. VENUE AND CHOICE OF LAW This Agreement shall be governed by the laws of the U.S. Virgin Islands without giving effect to the principals of conflicts of law. The Parties consent to jurisdiction and venue in the courts located in the U.S. Virgin Islands.



19. ENTIRE AGREEMENT This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements and understandings, both written and oral. If any provision of this Agreement is declared void or unenforceable, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect



Owner/ Printed: Grange Estate

Signed: _____

Date: _____

Renter/ Printed _____

Signed: _____

Date: _____



historic
elegance



intimate
versatility



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