



3540 Clemmons Road
Clemmons, NC 27012
Office: (336) 793-1191
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EXHIBIT A

Rental Agreement Rules:

ANIMALS

Animals used to assist individuals are allowed. All other animals are prohibited.

BEVERAGE

If Alcohol will be served, an insurance certificate must accompany this form. This can be obtained through your catering company if they are serving alcohol. If the renter is providing alcohol, a copy of your homeowner's insurance policy must be submitted. If there will be alcohol other than beer or wine, please submit a Special Occasion Permit from the ABC Commission no later than 30 days before the scheduled event.

CANCELLATION/REFUND

The renter must notify Old Clemmons School Properties Inc. (d/b/a Broyhill Office Suites and Conference Center) in writing of a cancellation no less than sixty (60) days prior to reservation date in order to receive a 100% refund. Request for cancellation made less than sixty (60) business days, but at least thirty (30) business days prior to your event date, will receive a 50% refund. Refund requests made less than thirty (30) days prior to the scheduled event will not receive a refund. **In the event of any cancellation, the two hundred dollar (\$200) security deposit is non-refundable.**

CATERING

Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste, food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property after an event unless prior

arrangements have been made with the Broyhill Office Suites and Conference Center staff. The Broyhill Office Suites and Conference Center is not responsible for any lost or stolen equipment. **All Menus and services must be reviewed and approved by the Conference Center before renter's plans are finalized**

CLEANING

The premises must be left in as good a condition and repair as found at the beginning of the rental period. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facility. Renter must immediately take care of any major spillage. If renter is unable to remove spillage, Broyhill Office Suites and Conference Center will have the area professionally cleaned at the Renter's expense. User is responsible for assuring all trash has been placed in appropriate receptacles before vacating the room. At the end of the rental, the Renter will be required to complete a walk-through with the facility attendant to verify that the facility has been checked.

DECORATIONS

No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures without the permission of the Broyhill Office Suites and Conference Center staff. All candles must be contained in a glass container taller than the top of the candle flame.

DELIVERIES

Deliveries of supplies and equipment may be made only at *locations* designated as loading areas by the staff of the conference center and only at *times* designated by the staff at the conference center.

SECURITY DEPOSITS

One hundred percent of the Deposit is required to reserve the desired date of your function. Fifty percent of the balance of the rental fee is due at the signing of the Rental Agreement. **All checks should be made payable to Old Clemmons School Properties Inc.**

Deposits will be refunded within 30 days of the rental except in the following circumstances:

1. Cancellation
2. Loss of deposit if premises are not vacated at designated time.

3. The facility, furnishings and grounds are not left in a clean condition at the end of the rental.
4. There is damage to the facility, furnishings, and/or grounds.
5. Any rental guest or invitee displays improper conduct. Improper conduct shall include, but not limited to, apparent intoxication, abusive or threatening language, physical violence and lewd behavior.

ELECTRICAL OUTLETS

The conference center does not allow equipment to be plugged into outlets without prior authorization. In order to prevent overloading the system, all equipment must be approved by the staff.

ENTERTAINMENT

Entertainment is subject to prior written approval by the Broyhill Office Suites and Conference Center staff.

EXTENDED HOURS:

In the case that the scheduled event exceeds the number of hours agreed upon in the original contract, the facility may be rented at an hourly rate of one hundred and fifty (\$150) dollars per hour. The two hundred (\$200) dollar security deposit will cover the first 1.5 hrs. This option is valid until 1:00 am.

FLOOR PLANS

To assure that setup needs are met in a timely manner, rental applicants are required to provide a detailed floor plan to the front desk personnel at least one (1) week prior to the rental. The Broyhill Office Suites and Conference Center personnel are responsible for setting up the necessary tables and chairs for the event according to the floor plan

FLORAL/PLANTS

All floral arrangements and plant matter brought into the building must be clean and pest free.

HANDICAPPED ACCESS

All rental facilities at the Broyhill Office Suites and Conference Center are accessible by wheelchair. Handicapped parking is available in the front and sides of the building.

INSURANCE AGREEMENT

Liability insurance may be required based on the nature of the activity. Applicant will, at own expense, keep in force during the term of this agreement, insurance from a licensed insurance company. Required certificate of insurance will evidence insurance including: Comprehensive Liability Insurance with a minimum limit of one million dollars per occurrence combined single limit to Include Premises, Personal Injury, and Operations. The Old Clemmons School Properties Inc. must be listed as additional insured Party.

LOBBY PROCEDURES

The rental of the Lobby is in conjunction with the rental of the main room and the same rules listed above apply to the Lobby. **The Lobby is NOT available during office hours.**

MUSIC

Music will not be permitted in the Conference Center during normal business hours (Monday-Friday 9 am – 5pm). Bands and/or DJs are not permitted to be used in the interior of the building during working hours. If music is part of an event, it cannot interfere with other meetings or with the on-going business of the tenants of the building.

PARKING

Ample parking is available in the Broyhill Office Suites and Conference Center parking lot on a first come, first serve basis. Parking permits are not required.

PAYMENT

One half of the total charges and one hundred percent of the refundable \$200 security deposit are due at the time of contract signing. The remainder (1/2) of the balance is to be paid no later than two (2) weeks before the date of the event.

Late payments will incur a ten (10) percent monthly interest fee that will be applied to the overdue balance. In the event that collection is required, all legal expenses/fees will be applied to the final bill.

SET-UP

The Conference Center will do its best to provide the renter with the set-up requested. Once the room is set up, the renter cannot rearrange the room. If changes must be made, the renter will contact the Broyhill Office Suites and Conference Center office.

SECURITY

The Broyhill Office Suites and Conference Center may determine security is needed for certain events. If this is necessary, the renter will be responsible for the costs of the security.

SMOKING

This is a Non-Smoking facility.

UNAUTHORIZED AREAS

Renters are responsible for actions both inside and outside of the building. The renter and invited guests are only allowed in those areas identified in the rental contract.

I verify that I understand the Rental Agreement Rules (Exhibit A) and agree to abide by the above policy.

Name (please print):_____

Signature_____

Date_____