

EVENT AGREEMENT

This Agreement is entered into by and between **Shunkwiler Land LLC dba The Forum a Gathering Place** (hereinafter "Lessor") and

_____ (hereinafter "Lessee")
for the purpose of leasing the Forum Conference Room and the commons area, located at **6301 S. 58th Street, Entrance B, Lincoln, Nebraska 68516**, which is owned and operated by the Lessor (hereinafter "Premises").

- **Date of Event:** _____, **20**
- **Purpose of Event:** _____
- **Agreed Guest Count:** _____ Guests

A. General Terms

Lessor requires, and Lessee hereby agrees to, the following terms:

1. **Event Timing:** The event shall not commence prior to _____ a.m./p.m. on the date of the event and shall conclude by _____ a.m./p.m.

EarlyArrival / Late Departure Policy: Please note that if your arrival or departure deviates by more than 5 minutes from your contracted rental times, a minimum 30-minute fee will be charged. If the deviation exceeds 30 minutes, an additional 2-hour fee will be assessed. All fees will be deducted directly from your deposit.

2. **Rental Fee:** The rental fee for leasing the Premises shall be \$ _____. This fee must be received by Lessor at least fourteen (14) days prior to the event and is strictly non-refundable.
3. **Alcohol Consumption:** If alcohol is consumed on the premises and a liquor license is required (see Nebraska Liquor Control Act), it must be served by a vendor with a valid Liquor License issued in compliance with the Nebraska Liquor Control Act. Lessee acknowledges that the consumption and/or serving of alcohol on the Premises is subject to regulation by state and local laws. Lessee agrees to comply with all such laws and regulations and shall obtain any necessary permits or licenses required. Lessee is solely responsible for determining if a liquor license is required.
4. **Shared Use:** Lessee has been made aware of, and will remain mindful of, other tenants and guests sharing use of the Premises.
5. **Pets:** No pets or animals of any kind shall be allowed on the Premises.

B. Security, Locking Procedures, and Lock Box (Strict Enforcement)

By signing this Agreement, Lessee acknowledges that they have viewed the instructional video demonstrating how to properly lock the doors and secure the Premises.

Lessee agrees to strictly adhere to the following lock-up procedures upon vacating the Premises:

- **Door Latches & Deadbolt:** Lessee must securely fasten both latches on the designated door, and then fully lock the main deadbolt.
- **Physical Verification:** Lessee must physically pull the doors with **both hands** to ensure that they are completely locked and secure.
- **Key Lock Box:** The key must be returned to the lock box, and the dial on the key lock box **must be spun to scramble the code.**

<https://www.loom.com/share/b2af9313e2ba4506a88cfad1c31da96c>

CRITICAL: Failure to secure both door latches, failure to lock the deadbolt, failure to verify the lock with both hands, or failure to spin the lock box dial to scramble the code will result in the **immediate and total forfeiture of the entire deposit**, regardless of whether any property damage or theft occurs.

C. Damages

In the event damage is caused to the Premises during the event, Lessee authorizes Lessor, by signing this Agreement, to debit Lessee's account or charge Lessee's credit card on file for any damages caused to the Premises in excess of, or in lieu of, a deposit.

D. Clean Up

Basic cleaning supplies (dustpan/broom, trash bags, cleaning spray, rags, and paper towels) are provided on-site. **By signing this agreement, you acknowledge that you have reviewed the attached cleaning checklist and agree to leave the Premises in the exact condition it was in upon your arrival.**

- If the space is not cleaned properly and according to the attached checklist, a **\$100 cleaning service fee** will be assessed, **and your deposit will not be returned.**
- If the premises are left excessively dirty and require more than 2 hours of cleaning, an additional fee of **\$100 per hour** will be assessed for each additional hour needed. This fee will not be prorated and will be rounded up to the nearest hour.

- *We genuinely do not want to clean up after your event, nor do we want to charge you extra fees—so please clean up afterward! Thank you! 😊*

E. Indemnification

Lessee will indemnify and hold Lessor harmless from and against any and all claims, actions, damages, liability, and expenses in connection with loss of life, personal injury, and/or damage to property arising from any act or omission on the Premises by Lessee, their agents, family, employees, occupants, guests, or licensees, including but not limited to any claims arising from the consumption of alcohol at the event.

F. Cumulative Remedies

All of Lessor's remedies, whether specifically stated herein or afforded by law, shall be cumulative. Lessee shall be liable to Lessor for all damages in connection with any breach of this Agreement, including court costs and reasonable attorney's fees.

G. Acceptance & Entire Agreement

By executing this Agreement, Lessee accepts the Premises in its present condition and acknowledges that they have read, understood, and agreed to all terms, conditions, and attached regulations contained herein. This Agreement, alongside any written rules currently in effect or later promulgated by Lessor, constitutes the entire agreement between the parties and can only be amended in writing signed by both parties.

LESSEE:

Print Name _____

By: _____ (Signature)

Date: _____

LESSOR:

Shunkwiler Land LLC dba The Forum a Gathering Place

By: _____

Lindsey Shunkwiler, Owner

Date: _____

THE FORUM CLEANING CHECKLIST

Supplies Provided: A cleaning caddy is located under the bar sink. The vacuum, broom, and Swiffer mop are behind the wet bar for your use. **The Forum should be left the way you found it 😊**

GENERAL EVENT SPACE

- ☐ **Trash & Decor:** Pick up all trash, food, and decorations. *(If you have decor you no longer want, leave it neatly in a pile for future guests to use!)*
- ☐ **Surfaces:** Wipe down all tables and surfaces, **including the front entrance doors.**
- ☐ **Linens:** Remove tablecloths and place them in a pile on one table.
- ☐ **Furniture:** If tables and/or chairs were moved, please put them back exactly where they were found.
- ☐ **Floors:** Vacuum the event space. Mop hard floors if needed.

KITCHEN CLEANING

- ☐ **Sanitize:** Clean and sanitize all kitchen counters and surfaces that were used.
- ☐ **Microwave:** Wipe down the inside of the microwave if used.
- ☐ **Food Disposal:** Dispose of and clear out all leftover food, drinks, and catering items.
- ☐ **Sink Area:** Clean the sink after washing dishes. Ensure no food or water is left sitting on the counter.

BATHROOM CLEANING

- ☐ **Floor & Trash:** Pick up any trash on the restroom floors and take the trash out.
- ☐ **Liners:** Replace trash bags in both bathrooms.
- ☐ **Women's Restroom:** Check the small waste bin in the women's restroom and replace the liner if needed.

TECH & CLOSING PROTOCOL

- ☐ **Projector:** If the projector was used, make sure it is fully turned off.
- ☐ **Dumpster:** Dispose of all trash and recycling bags in the large commercial bin on the **southwest side** of the building.
- ☐ **Lights:** Turn off the lights when you leave. *(Note: The decorative lighting around the brick stays on automatically.)*

Print Name _____ Sign Name _____ Date _____