

# Leonardo's Event Contract

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event location: \_\_\_\_\_

Entered info on computer: \_\_\_\_\_

## I. General Information

Group Name: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Cell number: \_\_\_\_\_ work number: \_\_\_\_\_

Time of event: \_\_\_\_\_ (actual event not including set up)

Number of guests: \_\_\_\_\_ children/adults

Who is your caterer? \_\_\_\_\_ Ph# \_\_\_\_\_ contact person: \_\_\_\_\_

Alcohol? \_\_\_\_\_ (If yes, we will need a copy of the person's liquor license on file 30 days prior.)

## II. Set up

Will there be deliveries prior to the event? Please list all companies and requested delivery times: \_\_\_\_\_

\_\_\_\_\_

Do you plan to decorate? How and what time? \_\_\_\_\_

What time do you plan to be completely packed up after the event? \_\_\_\_\_

Have you arranged for a band or DJ? If so, who and when will they be setting up: **Please allow 1 hour for**

**DJ & caterer to dismantle and pack their equipment. Anyone leaving the premises past**

**midnight, you will be responsible for the extra \$100 for any portion of an hour past deadline.**

Initials of lessor (Leonardo's) \_\_\_\_\_

Initials of lessee (person renting) \_\_\_\_\_

**(Please communicate this deadline to your DJ and Caterer.)**

Room set up (see schematic for details):

Chairs (# needed) \_\_\_\_\_

Tables (# needed) \_\_\_\_\_

Trash cans (# needed) \_\_\_\_\_

Special needs \_\_\_\_\_ ex: PA system, podium, etc.

### III. Payment Information

Cost of facility rental \_\_\_\_\_

Extra set up time cost \_\_\_\_\_ (For example, if you need day prior for decorating or day after for clean up.)

Additional hour cost \_\_\_\_\_ (If any party goes past midnight, or any portion thereof, it is automatically \$100. more per hour to be paid immediately to the staff person on duty.) lessor initials \_\_\_\_\_ lessee initials \_\_\_\_\_

Cleaning fee \_\_\_\_\_

Cost for extra activity \_\_\_\_\_ (For example, data projector & screen, art project, animal show, etc.)

Total \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Date \_\_\_\_\_ (needs to be paid when signing contract)

#### **There is no refund of the 20% deposit.**

Balance (Total minus the deposit) \_\_\_\_\_ Due Date \_\_\_\_\_ Paid on \_\_\_\_\_

Separate check needed for the Damage Deposit (which is 1/2 of the total amount) This amount is fully refundable after the event, as long as the facility is left in the same condition as prior to the event. If customer wants us to take out trash, it will be \$50. extra. Just let us know ahead of time and we will include it in the bill. **30 days prior to event date, the balance has to be paid in full. At that time, there is no refund of any money for the intended event.**

Damage to facility or contents deposit is \_\_\_\_\_ Due 30 days prior to event when balance is paid. (If there is no damage after event, the check will be disposed . Otherwise, the event coordinator will contact the person listed on the check and/or contract and discuss the damage to the museum within 72 hours of the closing of the event.)

#### **Any other comments regarding this event:**

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### IV. Other information

A Leonardo's staff member will be available on site if you have questions or concerns.

Parking is available in the lot across from Adventure Quest at Maple and 2<sup>nd</sup> and along the streets. We can request permission to use StarTek's lot (directly west of the Warehouse) and the lot at the church next door for larger events. Please let us know ahead of the event date, if you'll need additional parking.

Please be clear with your guests on where your event is scheduled. For example, if you have rented the second floor, admission to the museum is not automatically included. Do not let guests wander to other parts of the facility. We'll be happy to provide a tour.

**Wet spills on the second floor will drip down onto the museum exhibits.** Please clean the spills up immediately and be sure to use drop cloths or towels under ice chests and such.

Handicap access to the second floor is available by elevator.

**You are responsible for removing any food items the same evening as the event.**

**Leonardo's reserves the right to cancel any event due to bad weather. If this is the case, we will reschedule your date or refund your money.**

**V. Release**

The Enid Arts and Sciences Foundation operates Leonardo's as a not for profit facility which has been established to allow members, and contracting third parties (or Lessees), access to its facilities and resources. The intended concept is to allow the greatest maximum utilization of the property. This access for members and third parties comes with certain responsibilities, and in recognition of those responsibilities, Leonardo's has established rules and guidelines for use.

Lessee is responsible to replace or pay for any damaged property.

**The main responsibility is that members and third parties are advised that their use of the property is "at their own risk";** and that Leonardo's will not accept any liability for the use of the property. If members and guests are not willing to accept these terms, and document their acceptance of these terms, they should not be allowed to use the property.

In recognition all parties acceptance of their intent regarding use of the Leonardo's property, the undersigned agree that the Enid Arts and Sciences Foundation; Leonardo's Discovery Warehouse, Adventure Quest, and any employees, volunteers, agents, directors, Board Members or members, or any party associated with Leonardo's, or its agents, agencies, boards, committees, staff or contractors are released from liability, lawsuits, claims, or demands of any nature whatsoever in the event of any kind of injury or accident, or property damage, resulting directly or indirectly from their use of the property and/or its facilities.

Lessee, their guests *and invitees* assume all risk of use of the property and its facilities. **Users are further advised that this property and its facilities and fixtures may contain certain inherent risks naturally associated with warehouse or playground equipment and property, and Leonardo's expressly states that they have not, and do not, evaluate the property for risk or risk management; and therefore all users assume all risks associated with use, whether known or unknown.**

Enid Arts and Sciences Foundation  
DBA: Leonardo's

Contracting Third Party  
Lessor

By: \_\_\_\_\_

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

To hold and guarantee date and time, a 20% non-refundable deposit and contract signed by both the lessee and a designated Leonardo's staff member is needed for this contract to be valid.

**Thank you for choosing Leonardo's for your event. We do not provide tablecloths, hot water, ice, decorations, tableware, cleaning items, etc. Any items you would like to donate to Leonardo's after the event such as tablecloths, table decorations, wall decorations, etc. is greatly appreciated. You may just leave them for us to clean up. Otherwise, all tables & walls need to be cleared of decorations that evening unless you choose to pay for another day for clean-up.**