

# Life's Finer Moments Rental Policies

*Thank you for selecting Life's Finer Moments.*

*We are prepared to do whatever we can to make your event a success.*

To clearly communicate policy, we ask that the contact person for your event read this contract and abide by it. If at any time you have questions, please contact us immediately.

## **RENTAL PROCEDURES**

- 1. In order for an event to be guaranteed, Life's Finer Moments must receive:**
  - A. An Application submitted online from our website: [lifesfinermoments.com](http://lifesfinermoments.com) [Click Here](#)**
  - B. This full policy/contract initialed, signed and returned via fax, mail, or email attachment.**
  - C. A reservation fee equal to 50% of the rental cost and a security/damage deposit of \$200 at the time this agreement is entered into.** Any remaining balance of rental fee is due no later than fourteen (14) days prior to the event date. Pending a post event facility review by LIFE'S FINER MOMENTS staff, the damage deposit will be refunded following the event, or applied to any balance. (Wedding events need only provide \$400 of rental fee and \$200 security/damage deposit. Payments on the remaining balance will be made in monthly installments.)
- 2.** One contact person should be designated to oversee all arrangements with LIFE'S FINER MOMENTS (hereafter LFM). This will help ensure a quality event for the client. The contact person is responsible for making an on-site "walk through" appointment with the LFM representative to finalize arrangements. The scheduling for this on-site appointment should be made a minimum of two (2) weeks prior to the event. LFM and its employees are not responsible for any problems that occur with any event that has not had an on-site meeting with LFM staff.
- 3.** The client may not sublet the facility, nor may the application be transferred or assigned.
- 4.** By signing a LIFE'S FINER MOMENTS application or by applying funds you there by agree to all rental policies.

Life's Finer Moments accepts payments in the form of credit card (Visa or Mastercard) or check payable to "Life's Finer Moments".

\*Initial deposit= 50% of room rental + \$200 Security Deposit

**Client agrees to these payment terms.**

\_\_\_\_\_ CLIENT Initials

## **CANCELLATION POLICY**

CLIENT must provide a dated, written request for cancellation. Upon cancellation by CLIENT the following fee schedule will apply:

72 hours after signing contract: \$35 administration fee deducted

Between 90 -60 days prior to event: One quarter (25%) of initial deposit nonrefundable

Between 60 -30 days prior to event: One half (50%) of initial deposit nonrefundable

Less than 30 days prior to event: Total (100%) of initial deposit nonrefundable

No refunds will be made when the event is canceled by LFM due to the CLIENT's noncompliance with terms and conditions.

Under certain conditions, LFM staff may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but are not limited to a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the client agrees that LFM shall not have responsibility for anything the client may suffer or incur due to such a cancellation. A staff member will attempt to notify the client as soon as possible if such cancellation occurs. All fees paid to LIFE'S FINER MOMENTS by the client shall be refunded to the client if the reservation is cancelled by LFM for any of the above reasons.

\_\_\_\_\_ CLIENT Initials

## **SET-UP/DECORATIONS**

1. Rental fees include setting up tables & chairs by staff the day of the event. CLIENT may select from a layout from LFM.
2. The LFM staff will coordinate decorating hours with you prior to the event. Any deliveries should be made during the decorating hours unless other arrangements have been made.
3. Affixing anything to the walls, floor or ceilings is not permitted unless prior approval is received from LFM staff. Decorations may not be fastened with thumb tacks, nails, staples, or pushpins. Duct tape is prohibited. "Command" hooks, painters tape, & sticky tack are permitted but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or non-flammable holder. The use of glitter, metallic confetti, straw, rice, birdseed, and other like items is prohibited in the facility and/or on the grounds. Neither shall these type of items be thrown in or around the Facility. Immediately following the completion of the function, all decorations, trash, or other debris must be put in trash bags, and removed from the facility property or carried to the dumpster. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, CLIENT must consult with LFM staff. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit.

\_\_\_\_\_ CLIENT Initials

## **FIREPLACE OR TECHNOLOGY USE**

Client must indicate on application if a fireplace, projector and screen, or other technology will be used. At the time of the walk through, the contact person will be shown the "Host Book" with directions and become educated in operating these amenities. ***Under no circumstances should the client or any other member of his party attempt to use either the fireplace(s) or the projector without the approval of LFM staff.***

\_\_\_\_\_ CLIENT Initials

## **LIABILITY/INSURANCE**

1. The client assumes full responsibility for its group's conduct and for any loss, breakage, or damage to the rooms, equipment or other LFM property.
2. LIFE'S FINER MOMENTS is not liable for any loss, damage, injury, or illness by the users of the facility. Neither LFM nor its employees can be held responsible for any items that are left at the facility by the client. The client using the facilities, equipment, and land owned by LFM further assumes all liability for any personal injuries, including death, caused by participants at the scheduled event.

\_\_\_\_\_ CLIENT Initials

## **SECURITY/CONDUCT & ALCOHOL USE**

1. Smoking is prohibited in all interior areas of building. *Adequate smoking containers for use outdoors are provided.*
2. Persons attending events should confine themselves to the facility level assigned to their use.
3. **Under no circumstances will the client or anyone in their party be allowed to bring any alcoholic beverages into LIFE'S FINER MOMENTS facility or the property.**
4. Sound levels for bands and audio equipment will be controlled and maintained at a level set by building management. All music will cease by midnight.
5. All persons attending any event shall vacate premises no later than ½ hour after the conclusion of the event.
6. All persons attending any event on LFM property shall abide by the policies of LIFE'S FINER MOMENTS. At their discretion, LFM staff, his/her authorized representative or a peace officer may:
  - a. Order the removal of any offender
  - b. Revoke the permit immediately and order all persons from the premises

**HOURS OF OPERATION**

Events may not last beyond 12:00 a.m. without prior approval from Life’s Finer Moments staff. The CLIENT will be charged \$35.00 per hour if the event and/or cleanup time exceeds 12:30 a.m. or if it exceeds a delegated deadline previously approved by staff.

1. CLIENT is responsible for making sure guests leave the building at an appropriate time in order for CLIENT to finish clean up before the time deadline.
2. Arrangements must be made by the CLIENT to have all rental equipment picked up and removed from the Facility the same day as the event before the event’s time deadline unless there is prior approval.

**FOOD AND BEVERAGE**

All vendors must conform to Kansas Department of Public Health regulations.

**KITCHEN USAGE/CATERER**

**Please mark one:**

No food is involved in the event

Client will be in charge of food/snacks for the event. (potlucks apply) There will be an additional \$35 kitchen charge. See below for kitchen charge reasons.

An approved caterer from the LFM Catering Partner list will be in charge of food for the event.

*Caterers must sign a Catering Partner Agreement with LFM to be on the approved list. It is the client’s responsibility to check the approved LFM catering list before soliciting any catering services. Approved caterers are charged 12% of their food/beverage to cater at LFM. This percentage is for use of LFM’s kitchen appliances, usage of equipment or utensils such as: coffee pots, filters, coffee supplies, serving trays, cutting boards, beverage dispensers, cloths/towels and their laundering, breakage of kitchen items, kitchen cleaning supplies, use of our tableware (china, goblets, and flatware), disposables such as trash bags, paper towels, foil, etc. We desire to ensure a high quality product to our client(s). Caterers may make the choice to add the 12% to your bill to cover this cost. Please check with the caterer of your choice to inquire about this specific charge.*

CLIENT shall coordinate with caterer in advance to confirm catering staff arrival time. It is the client’s responsibility to give the caterer your specific door code entry if client is not already there to unlock.

Catering Business will be \_\_\_\_\_.

**Client must notify LFM which caterer you intend to use at least 2 weeks prior to event.**

**CLEAN UP RESPONSIBILITIES**

1. Clean-up is the CLIENT's responsibility. CLIENT is expected to provide sufficient supervision to minimize spillage of food and beverages on the LFM's floors during the rental event. Especially beware of carpet.
2. Any CLIENT leaving excessive trash in or around the property and not in the dumpster is subject to additional charges. All or a portion of the security deposit will be withheld if LFM is not adequately cleaned, or if damage occurs. CLIENT must finish the clean-up no later than the time the CLIENT has identified as the ending time for his/her event.
3. The CLIENT is ultimately responsible for the following cleaning duties *even if a caterer is used*:

All tables must be cleared of all items such as table linens, dishes, decorations, etc.  
 All trash must be placed in dumpsters located behind the building. LFM will provide additional trash liners if needed. Please break down boxes or large items.  
 All decorations must be taken down and removed from the facility. If LFM's decorations were removed for your own decorating needs, they should be replaced as originally found.  
 The kitchen area must be thoroughly cleansed and returned to its original level of cleanliness. This includes all work areas, insides and outsides of ovens (including microwaves), refrigerators, sinks and floors.

**Before Exiting:**

Please walk through the facility to make sure all rest room toilets are "empty" and RR lights are turned off.  
 Client will set thermostats back to temperatures of 60 in winter and 80 in summer.  
 Client will check that all lights are off and doors are locked. (Display window lights are on a timer as are lights above north and east entrances.)

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**MISCELLANEOUS POLICIES**

- Live animals, except for service animals, may not be brought onto the premises without prior approval.
- Life's Finer Moments will not be responsible for any damage or theft of any items left behind: before, during or after an event. This applies to the CLIENT or any guest attending the CLIENT's event.
- LFM staff may enter any of the rented premises at any time on any occasion.
- LFM reserves the right to take photographs of rental events for its own records and for use in future.
- For safety purposes, CLIENT must make sure that the number of guests does not over-exceed the stated amount.
- In cases where property has been damaged or abused beyond normal wear, CLIENT will be billed for all damage and additional clean-up.
- LFM does not provide storage. It is not available before or after a rental event. All decorations, props, rented furniture, and personal belongings need to be removed at the end of the event.
- **We WELCOME and REQUEST several digital photos** of your event to share on our website or Facebook. Any comments you leave or send to us may also be used on our website guestbook.  
**Please send photos & comments to [jana@lifesfinermoments.com](mailto:jana@lifesfinermoments.com)**

\_\_\_\_\_CLIENT

Initials

\* \*Rates/Policies are subject to change

**INDEMNIFICATION**

User agrees to defend, indemnify and hold harmless Life's Finer Moments and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by Life's Finer Moments or its employees, arising from CLIENT's acts or omissions under this Agreement or any act or omission of CLIENT's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise from the negligence or willful misconduct of Life's Finer Moments or its employees.

Life's Finer Moments will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract.

CLIENT will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property. CLIENT agrees to abide by this Agreement and acknowledges having received a copy thereof. CLIENT will be held financially responsible for any damage to the Facility or equipment, which occurs through the CLIENT's meeting or event at the Facility.

***By signing below, Client acknowledges that he/she has read and agrees to all above terms and conditions.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization or Event

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Today's Date

Keep your own copy for catering information & event clean up responsibilities



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