



COLDWELL BANKER COMMERCIAL
CAINE

200 EAST BROAD STREET, SUITE 200 (29601)
POST OFFICE BOX 1908
GREENVILLE, SC 29602

BUS. (864) 250-2800
FAX (864) 250-2899

INNOVATE BUILDING CONFERENCE ROOM TERMS AND CONDITIONS LIABILITY RELEASE CLAUSE AND CONTRACT AGREEMENT

Rental of Innovate Conference Room terms and conditions are as follows:

- ✓ Lessee has read, understands and accepts all the conditions of the **Fee and use requirements form** as part of this agreement. _____ Int.
- ✓ Lessee is responsible for caterers or other parties involved in their set up and clean up before, during and after any event. _____ Int.
- ✓ Lessee will be responsible for who is allowed onto the premise at any event after regular business hours of 8:00 a.m. to 6:00 p.m. _____ Int.
- ✓ Lessee has read and signed page three of this document, which will hold harmless Mountain City Land and it's affiliates from any legal action that may or may not take place. _____ Int.

There is no designated visitor parking for the Innovate Building at this time. You may contact the City of Greenville Parking Services at 864-467-4900 to acquire daily parking passes for parking at the River Street Parking Garage for a nominal fee. Please make arrangements for parking off premises should this parking not accommodate your event.

Coldwell Banker Commercial Caine Property Management (864-250-2800) is not located at the Innovate Building. Please make sure all questions and concerns are addressed prior to your event.

Lessee's Name _____
 Address _____

Contact Name _____
 Phone Number _____
 Email Address _____
 Date of booking: _____

Cost for leasing Conference Room: \$
 Cost for leasing Atrium: \$
 Reserve Deposit: (Included in total cost) \$250.00
 Refundable Damage Deposit* (Extra) \$500.00

❖ Estimated After business hours and weekend fees.
 ➤ \$65.00 cleaning fee (per venue) \$ 65.00
 ➤ \$75.00 Admin fee \$ 75.00
 ➤ \$20.00 / hour HVAC (per venue) x Hours ___ = \$ _____
 ➤ \$20.00 / hour security x Hours ___ = \$ _____
 Estimated Total Cost \$ _____

Balance due one week prior to date of event: \$ _____ Date: _____

Before leaving premises, all trash must be disposed of, including trash from both restrooms and placed in outside container located on the Camperdown Street side of building. Vacuum must be run and furniture must be returned to original state.

***Damage Deposit will be refunded after a thorough evaluation of the facilities the morning after the event.**

Payment shall be made payable to:
 Mountain City Land and Improvement Co., LLC

Payment shall be delivered to:

Coldwell Banker Commercial Caine
 Attention: Mary Nalley
 P.O. Box 1908
 Greenville, SC 29602

Liability Release Clause and Contract Agreement:

In consideration of leasing to _____ the Innovate Building Conference Room and as having access to other areas of the building, I agree to hold harmless, Mountain City Land and Improvement Co., LLC, any employees, principals, agents, officers or members thereof, from any claim, liabilities, losses, demands, causes of action, suits and expenses (including attorney fees), which may be directly or indirectly be connected to Mountain City Land and Improvement Co., LLC, and/or my presence on the premises on the Innovate Building, located at 148 River Street, Greenville, SC and related areas.

I further agree to indemnify any party indicated above should such party suffer any claims, liabilities, losses, demands, causes of action, suits and expenses (including attorney fees), caused directly or indirectly by me or the person/group negligent or intentional acts, or failure to act, or if such acts or failures to act are directly or indirectly caused by any associates or guests.

Prior to leasing of this space, Lessee shall deliver to Lessor certificates or other evidence of insurance satisfactory to Lessor, naming Mountian City Land and Improvement, LLC and Coldwell Banker Commercial Caine as additional insureds.

My signature upon this form also indicates agreement and acceptance on behalf of all minor children (under 18 years of age) in attendance, as well as the terms and conditions specified in the terms and conditions clause stated on page one of this document.

Date: _____ Signed: _____

Date: _____ Signed: _____