

DOGWOOD HOUSE

"The Place For Your Event"
2552 Capital Circle N.E. Tallahassee, FL 32308
Patrick Strauss-Owner (850) 508-0959

Name: _____ Date _____

Address: _____ City: _____ St.: _____ Zip: _____

Phone (Day): _____ Evening: _____

Email: _____

Event Type: _____

Date of Event: _____ Rental Time: From _____ To _____

of Guests: _____ Time of Event: _____

Wedding Location (if applicable): _____

Contact

Name: _____

Phone (Day): _____
Evening: _____

Caterer: _____

—
Photographer: _____

—
Florist: _____

—
D.J.: _____

—
Traffic Control Operator: _____

Will Food Be Served YES NO N/A

Are Kitchen Facilities Required: YES NO N/A

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Will Rentals Be Delivered	YES	NO	N/A
Will a Tent be Used?	YES	NO	N/A
Will alcohol be served?	YES	NO	N/A
Will the media be present?	YES	NO	N/A
Is coffee service required?	YES	NO	N/A

If yes, how many? _____

AGREEMENT

This reservation/lease agreement is made and entered into as of the date first above written by and between The Dogwood House (hereinafter referred to as "Lessor") and _____ (hereinafter referred to as "Lessee").

Lessee Signature

Now therefore, in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1.) PREMISES:

Lessor hereby leases to Lessee and Lessee hereby leases from Lessor. The Dogwood House, Tallahassee, FL. (Note: Only adults 21 years of age or older may reserve the facility.)

2.) TERM:

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The premises are leased for the purpose generally described as a "Private Party" on the following date/times:

Date: _____ Time: _____ A.M./P.M to _____

3.) ACCEPTANCE OF PREMISES:

The Lessee, by taking possession of the premises, shall accept and shall be held to have accepted the leased premises suitable for the use intended by the lessee.

The lessee hereby agrees to pay rent as follows and in accordance with section 5 below:

a.) Rental	\$ _____
b.) Sales Tax (7.5%)	\$ _____
c.) Rental Total:	\$ _____
d.) Deposit*:	\$ _____

(*Deposit is in addition to rental fees)

4.) SECURITY DEPOSIT:

Lessee's rental date will only be held and confirmed upon receipt of a \$250 security deposit. In the event of cancellation, the security deposit will not be refunded. Once the event is completed and the premises are surrendered in an acceptable condition, the security deposit will be refunded within 14 days.

5.) RENT:

As detailed above, the total rent payment under this lease shall be \$_____. One-half (1/2) of this amount \$_____ is due within 15 days of the date of this agreement. The remaining balance of \$_____ is due 30 days before the event date. If cancellation is made within 60 days of this event, the rental fees shall not be refunded.

6.) SECURITY/PARKING ATTENDANT:

An off duty sheriff's deputy or police officer is recommended for parties over 100 people. The Lessor can arrange this service if the Lessee so desires. All costs associated with this service are the responsibility of the Lessee.

7.) PROOF OF INSURANCE:

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The Lessee, at its expense, shall provide and maintain public liability and property damage insurance of at least \$250,000. A copy of such a policy shall be furnished to the Lessor upon request.

8.) PERMITTED USES:

The Lessee agrees at all times to fully and promptly comply with all laws and ordinances and regulations of every lawful authority having jurisdiction of the premises. Lessee shall procure any and all required city, county, state and/or federal licenses or permits prior to engaging in any activity on the leased premises. The Lessee shall not use or knowingly permit any part of the leased property to be used for any unlawful purpose.

9.) CATERERS/BARTENDERS:

You may contract with a caterer/bartender of your choice. Lessor maintains a relationship with several preferred caterers and bartenders and will provide such listing at Lessee's request.

10.) SURRENDER OF PREMISES:

At the termination of this Lease, the Lessee shall surrender the premises to the Lessor in the same condition as the commencement term, natural wear and tear only accepted.

11.) LESSEE'S PERSONAL PROPERTY:

Lessee agrees that all personal property brought into the premises shall be at the risk of the Lessee only and the Lessor shall not be liable for the theft thereof or for any damages caused by any acts of any person.

12.) INDEMNIFICATION OF LESSOR:

Lessee shall defend, indemnify and hold Lessor harmless from and against any and all claims, losses, expenses, demands, damages, liabilities, regular or civil action, cost or expenses, including any attorneys' fees or other expenses reasonably incurred by Lessor in connection with investigating any claim against it and defending any action, appeal, post-judgment enforcement, any amounts paid in settlement or compromise that arise out of or are based upon (a) the failure of Lessee, its officers, employees,

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agents, attendees, invitees and guests to conform to the statutes, ordinances, and other regulations and requirements of any governmental authority in connection with performance of this contract, (b) the negligence of Lessee, its officers, employees, agents, attendees, invitees, and guests, (c) any action or inaction of Lessee, its officers, employees and agents in performing the obligations of Lessee under this contract, (d) any breach by Lessee, its officers, employees or agents of any term, condition warranty representation or any other portion of this contract (e) damages to property resulting from the use or occupancy of the premises or property. Lessee’s duties as set forth in this paragraph shall survive termination of this contract.

Lessee is to assume all liability for the injury of any attendee, invitee or guest of the event or property damage on the premises caused by an attendee, invitee or guest associated with the consumption of food, beverage, drugs and/or any alcohol in any form while attending the event on the premises of the Lessor.

13.) LEGAL EXPENSES:

If the Lessor or the Lessee defaults in the performances of any of the covenants of this lease and by reason thereof, it becomes necessary for the Lessor or the Lessee to employ services of an attorney to enforce performance of said covenants or to remedy any breach of this lease, the prevailing party shall be paid by the other party; all expenses, costs and reasonable attorney’s fees incurred or paid by it in connection therewith.

14.) ENTIRE AGREEMENT:

This lease and its attachments represent the entire agreement of the parties and supersede all prior oral or written representations, inducements, promises, agreements or other communication. No modification of this lease shall be effective unless made in writing and signed by both parties.

15.) SUCCESSORS:

This lease shall be binding upon signature and insure to the benefit of the Lessor and Lessee and their respective heirs, successors, legal representatives and assigns.

16.) RULES AND REGULATIONS:

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Lessee acknowledges received a copy of "Responsibilities for Lessee and Caterers of "The Dogwood House". The Lessee shall faithfully observe and strictly comply with the rules and regulations set forth therein and such other and further reasonable rules and regulations as the Lessor may promulgate.

IN WITNESS WHEREOF, the parties hereto have signed this lease on the date first written above.

Lessor: _____
Representative of "The Dogwood House"

Lessee: _____

Please mail lease contract and check to:

The Dogwood House
Attn.: Patrick Strauss
2016 Dogwood Hill
Tallahassee, FL 32308
(850) 508-0959

Location Address:

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