



1127 W Granville Ave, Chicago, IL 60660
Telephone 773.478.3767
customercare@bluebuddhaboutique.com

Room Rental Contract: Terms & Conditions

(Please Print)

Name of Applicant/Contact: _____

Name of Firm/Business: _____

Address: _____

Contact phone number: _____ Email address: _____

Day/Date room requested: _____

Hours of use: AM _____ PM _____

Purpose of use: _____

The Byzantine Room (largest space) is 22' x 22' with large bay window facing Granville avenue. Floor is carpeted, windows have floor to ceiling sheers that may be opened or closed and western wall has large dry erase circles painted on the wall that may be written on with dry erase markers. The other rooms are also carpeted and have doors to close for privacy but no windows.

Room Rental also includes:

5' x 17.5" tables (4)

High quality, cushioned chairs (8)

Use of wireless internet

THE BYZANTINE ROOM (22' X 22')

Fee Schedule** (check those that apply)

___ \$20 per hour* (2 hour minimum)

QTY: _____

___ \$65 Half Day* (4 hours of use)

___ \$120 Full Day* (8 hours of use)

THE LANCELOT ROOM (16' X 15')

Fee Schedule** (check those that apply)

___ \$15 per hour* (2 hour minimum)

QTY: _____

___ \$50 Half Day* (4 hours of use)

___ \$95 Full Day* (8 hours of use)

THE ZEELA ROOM (12' X 15')

Fee Schedule** (check those that apply)

___ \$12 per hour* (2 hour minimum)

QTY: _____

___ \$40 Half Day* (4 hours of use)

___ \$75 Full Day* (8 hours of use)

**Rental times will be scheduled on a first come, first serve basis and be based on Blue Buddha availability.*

Add ons:

___ Additional Chairs: \$3.00/chair QTY: _____ (12 available in addition to 8 included in room already)

___ Additional Tables: \$4.00/table QTY: _____ (Various sizes available - inquiry for options)

___ LCD Projector: \$30 flat rate

** Fee schedule above is a requested block of time. Actual time will be used to compute fees owed. Overages will be computed in 15 minute segments (\$4 per segment) up to 45, then charged full hourly rate.

*** A 50% non refundable deposit is required at contract signing to reserve the space. This will be credited toward your total charge at the end of the rental. Should you cancel 30 or more days in advance, 50% of deposit (25% of total fee) will be refunded. If cancelled within fewer than 30 days, deposit is forfeited.

I agree that the above statements are true and I agree that I have read, understood, and will honor all policies, information and contract terms of this agreement. I understand Blue Buddha Boutique is only expected to provide services and equipment identified and agreed to in this contract.

Signature of applicant

Date

Printed name

B3 Signature/Date

General Use Room Rental Regulations

Conditions for use

1. You must include the following disclaimer on all written materials distributed or printed in reference to your program: This program/event is sponsored by (insert your group or individual name here) and is not sponsored or endorsed in any way affiliated with Blue Buddha Boutique. Also all written/distributed materials must be submitted to Blue Buddha Boutique at least two weeks prior to the event for review and approval.
2. Blue Buddha Boutique may require the applicant to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.
3. Equipment/furniture problems should be reported immediately to Blue Buddha Boutique staff when detected.
4. The requesting entity is responsible for cleaning the room after use. If tables and chairs have been rearranged, they must be returned to their original positions.
5. Space can only be used for approved purposes.
6. No items brought in for use during the meeting shall be left overnight. Anything left in the space after rental period will be considered abandoned and disposed of that night.
7. Federal and State Statutes, Laws and all local ordinances must be observed. No gambling of any type is allowed. No alcohol/drug use of any kind is permitted unless approved in writing by Blue Buddha Boutique.
8. The party leasing the room shall assume all responsibility for all actions of their guests and shall allow no unlawful or disruptive activities. The event shall be supervised by the renter during the entire period of use.
9. The building is a smoke free facility; smoking is allowed only in the designated outdoor smoking area.
10. Attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public areas such as the restrooms.
11. Painters tape only may be used to hang items on wall, ceiling or fixtures.
12. Users shall keep the equipment clean and free from damage from food or drink.
13. If violation of any of the room use regulations occurs then the license provided by this agreement for use of the room immediately terminates, but does not vitiate any amounts already owed per this agreement. Further, renter waives any claims or rights to the return of any deposits and/or pre-paid partial use of the space.

Liability

Renter agrees to protect, indemnify, defend, save and hold harmless Blue Buddha Boutique and its Officers and Employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of the facility, included, but not limited to, the following.

Damages

Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter agrees to compensate an employee for damage to personal property by any person attending the event, and further assumes responsibility for any personal injuries, including death, caused by participants of the scheduled event. Deposits may be used to offset the costs of such damages. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by Blue Buddha Boutique.

LIMITATION OF LIABILITY. BLUE BUDDHA BOUTIQUE'S LIABILITY TO RENTER FOR DAMAGES ARISING FROM RENTAL OR USE OF THE ACTIVITY AND MEETING ROOM SPACE FOR ANY REASON AND UNDER ANY THEORY OF LAW WHATSOEVER IS LIMITED TO THE TOTAL AMOUNT PAID BY RENTER TO BLUE BUDDHA BOUTIQUE IN RENTAL FEES AND DEPOSITS. Blue Buddha Boutique will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond Blue Buddha Boutiques control.

Renter's Property. Blue Buddha Boutique is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period. Renter and Renter's guests as Renter's permitted invitees RELEASE BLUE BUDDHA BOUTIQUE FROM ANY AND ALL LIABILITY FOR LOSS OR DAMAGES to such property.

Renters initials: _____

Liability for Guests. Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter's use of the Rental Space. Blue Buddha Boutique will not be liable for the safety of Renter's guests. RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS BLUE BUDDHA BOUTIQUE FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.

Cancellations: Should you cancel 30 or more days in advance, 50% of deposit (25% of total fee) will be refunded. If cancelled within fewer than 30 days, deposit is forfeited.

If all guidelines are not followed, Blue Buddha Boutique has the right to cancel the rental contract and deny any future requests for room rental to the applicant.

SOCIAL MEDIA PROMOTION

[] Yes! It is okay to mention my event on Blue Buddha social media channels (Facebook, Twitter, etc.)

Facebook Page/Event Name: _____

Twitter User: @_____

Event Hashtag(s): #_____

Please fax or email the completed contract to:

Fax: (773) 564-9084

email: customercare@bluebuddhaboutique.com

We will contact you to finalize your reservation. If you have any questions/concerns, please call (773) 478-3767.

Renters initials: _____

OFFICE USE: DO NOT WRITE BELOW THIS LINE.

Additional Agreed Arrangements: (Specify QTY and price)

Estimated Charges:

Base rent total: \$ _____

Add-Ons total: \$ _____

Grand Total: \$ _____

(-) minus

50% deposit: \$ _____ **Due at signing of contract**

Paid via: _____

Remaining balance: \$ _____

Due Date: _____

Actual Charges:

Base rent total: \$ _____

Add-Ons total: \$ _____

Grand Total: \$ _____

Paid via: _____