



Clear Waters Life Center Rental Agreement

Gonvick Coffee Coop & Tuscany

CWLC reserves the right not to rent space for purposes outside of its mission statement.

<p>Renter</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Phone _____</p> <p>Email _____</p> <p>Notes _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Rental Dates and Times</p> <p>Date(s): _____</p> <p>Event Time: _____</p> <p>Unlock Building Time: _____</p> <p>Lock Building Time: _____</p> <p>Event Type: _____</p> <p>_____</p> <p>Number of People: _____</p> <p>_____</p>
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_____ \$50 - Coffee Coop

_____ \$75 - Tuscany

*The above two rooms can be rented as the **Italian Suite**.*

Italian Suite

_____ \$125 for full day

_____ \$250 for all-day event with Event Coordinator

Total cost of Rental \$ _____	

Form of Payment	Date

- Event Coordinator required for events with 50 or more people.

_____ \$25 per hour for Event Coordinator, up to \$100 maximum.



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Office Checklist (Please initial on each line)

- ___ CWLC is a family-friendly space that prohibits smoking and alcohol use.
- ___ If you rent Tuscany, you have access to the Coffee Coop, but not vice versa.
- ___ Renting the Coffee Coop or Italian Suite does not include rental of the Commercial Kitchen, that is a separate fee. (Let us know if you would like to add that on.) This rental does NOT give you access to Kitchen supplies—paper products, food, or coffee.
- ___ Any damage or breakage beyond ordinary wear and tear shall be the Renter’s Responsibility to repair or replace the affected item(s). The Renter shall return the space to the same condition it was in prior to the Renter’s use.
 - Sweep or dust mop the floors.
 - Gather up the garbage and place the bag(s) by the exit door.
 - Wipe down all surfaces you used with sanitizer (provided for you).
 - Turn off all lights.
- ___ The Renter is responsible for setting up and taking down any decorations they wish to have. Decorations must be temporary and cause no permanent damage (such as nail holes, etc.)
- ___ Children need to be supervised at all times, and are not allowed to run throughout the building.
- ___ Set up with Renter a time and day during the week before the event for someone to show them:
 - Location of lights, bathrooms, tables/chairs, trash cans & bags, broom/dustpan, dust mop & sanitizer.
 - Code for door and/or how to lock the door if necessary.
- ___ Let Renter know there will be an on-call person for their event, who will contact them the week of the event. They can ask any questions & report any issues to them.
- ___ Release of Liability: I hereby release Clear Waters Life Center and its training programs, the officers, the directors, employees, associates, facilitators, leaders, teachers and agents, from any and all liability, claims or demands. I have read, understand and accept the terms and conditions stated herein and acknowledge that this Agreement shall be effective and binding upon me and my heirs hereafter.
- ___ Payment is due in full prior to Rental date.

Both parties are in agreement with this arrangement and understand their expectations.

Renter’s Signature and Date _____

CWLC Signature and Date _____

Please give Renter a copy of this form once it’s all filled out and signed.