



KB CONFECTIONS EVENT SPACE RENTAL AGREEMENT & CONTRACT

LESSEE (RENTER) INFORMATION

Contact Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Secondary Phone: _____

Email Address: _____ Event Planner: _____

Do we have permission to email you about future events, promotions, and specials? YES NO

EVENT INFORMATION

Event Name: _____ Event Date: _____

Est. Number of Attendees: _____ (Max Capacity: 45 people)

Setup Time¹: _____ Wrap Time²: _____ Total Event Time⁵: _____

(Setup and clean up time should be included in your rental time. Most renters estimate an hour for each.)

Type of Event (Optional):

- | | | |
|--|--|---|
| <input type="checkbox"/> Baby Shower | <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Business Meeting |
| <input type="checkbox"/> Bridal Shower | <input type="checkbox"/> Church Function | <input type="checkbox"/> Graduation Party |

NOTES:

1. "Setup Time" refers to the agreed upon time the renter may access the space to start setting up for the event. Prior to this time, the space is open to the general public. This will begin the rental period.
2. "Wrap Time" refers to the agreed upon time the renter must have the event space returned to its original condition and renter has vacated the space. This concludes the rental period. **Any time past the agreed upon "Wrap Time" will be billed in ½ hour increments.**
3. Rental rates will be highlighted and acknowledged in separate documents (invoices) and will be calculated hourly.
4. A signed contract and date-hold deposit in the amount of two hours of the rental rate associated with the event space rental must be received to reserve your date(s) and time(s).
5. **Please be aware we staff based upon your contracted time window. There are no refunds if you do not make full use of your contracted time.**



KB Confections, LLC

INVOICE

13519 Detroit Avenue
 Lakewood, Ohio 44107
 KB-Confections.com
KBCBakeShop@gmail.com
 216-227-CAKE (2253)

Bill To:

Invoice Date:

 Name:

Address:

City/State/Zip:

Phone:

Description	Unit Price	Quantity	Total
Greenhouse Rental	\$		\$
	\$		\$
Total			\$
Due Today ¹			\$
Due At Load In ²			\$

Notes:

1. Due Today: Two hours of the rental fee is due upfront as a deposit to hold the date. Deposit is Non-Refundable and Non-Transferable.
2. Your anticipated balance is due when loading into facility. Any additional charges for extra time, property damages, etc... will be settled against the credit card held on file with a detailed list of charges provided within three days of your events end date.
Additional time beyond agreed upon schedule will be billed in ½ hour increments. Please be aware we staff based upon your contracted time window. There are no refunds if you do not make full use of your contracted time.



CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping KB Confections, LLC a well maintained and safe location for future use.

TIME OF USE

The Greenhouse space is rented in hourly increments with a four hour minimum unless otherwise agreed upon in writing. Your **time window must be confirmed** with KB Confections LLC **two weeks** prior to your event so that we can be properly staffed to help make your event successful. There is no refund for early departure from rental space.

DEPOSIT/RENTAL FEES

A signed contract and date-hold for the value of two hours deposit of the costs associated with the event space rental must be received to reserve your date(s) and time(s). The balance of your space rental fee is due at or before the load in time of the event. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

LIABILITY

Renter agrees to indemnify, defend and hold KB Confections, LLC, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at KB Confections, LLC.

In the event KB Confections, LLC, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay KB Confections, LLC, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by KB Confections, LLC including all collection expenses and interest due.

CAPACITY

The Greenhouse Rental Space at KB Confections, LLC holds a max capacity of 45 people.



LOAD-IN

KB Confections, LLC will make the space available for load-in and setup for a pre-agreed upon Setup Time before the event. Please advise your guests of your desired start time. The venue is not available for occupancy before your scheduled event so that staff can assure the space is clean and presentable for the maximum enjoyment of your guests. **Early arrival may result in an additional rental time charge.**

SITE DECORATION

KB Confections, LLC wants to make every event here a special and welcoming experience for you and your guests. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements.

No nails, screws, staples or penetrating items are to be used on our walls, ceilings, furniture, lights, fixtures or floors. This includes the plant wall and its frame. There is a cable provided along the front window that can be utilized to hang lightweight decorations ie bunting, paper banners, balloons. There is also a magnet wall available to hang signage using magnets.

Our tables are normally decorated with plants. If you wish to provide your own centerpieces, we can remove these at your request. We can provide, at no additional charge a 6' and 4' folding table for use with hot food and beverage items (above 140 Degrees F) to prevent damage to table finishes.

We ask that you do not move our larger plants as they are fragile and we have considerable time and resources invested in their growth and care. Any property damage will be charged after your event with a detailed list sent to your email provided in this agreement.

GLITTER AND FOIL CONFETTI

Glitter or foil (non-paper) confetti is **NOT** allowed on site. A cleaning fee equal to the contract rental will be assessed in the event these items are released into the rented space.

PARKING

Street parking is available outside of KB Confections, LLC. Parking in the rear of the property or in the driveway to the west of the property is prohibited. The active driveway to the west of the building is private property for the family that lives behind the bakery and is used by KB Confections LLC for time sensitive wedding deliveries. Do not load or unload here at any time.

Please let your caterer/guests know of this policy. If you have any questions of where to park, please ask any KB Confections, LLC staff in the shop.



REMEMBER TO BRING

Cutlery, serving utensils, bottle openers, candles, lighter/matches, water pitchers, and platters.

FOOD

When you have rented our room this becomes your own private space and you are permitted to bring in your own food and drink. We work closely with and recommend *Italian Creations* as a preferred caterer. We would also love to assist you with any of your sweet treats. We specialize in custom cakes, cookies, pastries, macarons, etc. We suggest placing your order for these items two weeks in advance. Home baked goods are permitted, but we kindly ask that you do not bring other baked goods in from a competing bakery.

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event.

Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as graduation parties, underage individuals do not have in and out privileges.

Conduct deemed disorderly at the sole discretion of KB Confections, LLC staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases refunds of the event costs will not be available.

All legal consequences and ramifications are the sole responsibility of the rental party and/or event.

CITY, COUNTY, STATE, AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, and there are no exceptions.

KB Confections does not provide alcohol in any form. Renter **shall not sell alcohol** on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure that alcoholic beverages are consumed in a responsible manner.



CITY, COUNTY, STATE, AND FEDERAL LAWS CONT'D

KB Confections, LLC reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or insurability of KB Confections, LLC or the safety of its staff, guests, or building contents.

CLEANING, TRASH, AND EQUIPMENT REMOVAL

KB Confections, LLC Greenhouse Space will be in a clean condition prior to your event. Renter agrees to return the space to the same clean condition in which it was found. All rental equipment must be removed immediately following your event. We will provide you with heavy duty trash bags for trash and a "slop bucket" for your partially consumed liquids. We will dispose of event trash. Please leave the refuse at the West door of the Greenhouse.

LOST AND FOUND

KB Confections, LLC takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

SEVERABILITY

If any clause, or portion of a clause, in this Agreement is considered invalid under the rule of law, it shall be regarded as stricken while the remainder of this Agreement shall continue to be in full effect.

Thank you for choosing KB Confections LLC to host your special event!

Lessee (Renter) Signature: _____ Date: _____

Lessor (KB Rep.) Signature: _____ Date: _____