

# CAMBRIDGE CENTER FOR CHINESE CULTURE

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## Contract for Renting

### Classrooms/Dancing Studio/Cafeteria Kitchen Function/Guest Rooms

*This is a two-part contract. The first part details renting arrangements and policies.  
The second part details food and beverage arrangements, if needed.*

#### **I. PLANNED EVENT**

<b><i>General Information</i></b>	
Group Name/Organization ("Client"):	
Name of Event:	
Contact Name/Title:	
Billing Address:	
Telephone Number/Fax:	
<b><i>Room/Function Details</i></b>	
Rental event	
Date(s) reserved	
Room(s) reserved	
Starting/Ending Times	
Room Set-up	
Cost of Room(s)	
Deposit Due:	
Balance Due:	
Additional Services/Information	

**II. GUARANTEE** Client is committed to scheduled rooms and costs associated therewith upon receipt of signed contract. Cambridge Center for Chinese Culture (CCCC) shall reserve the room/rooms for the dates on this agreement. In an agreement is not executed on the day stated on the Agreement, CCCC shall release the space for rent. If a meeting extends beyond hours stated in Agreement, Client agrees to pay CCCC \$50 for each half-hour, or portion thereof. CCCC shall retain any other rights and remedies it may have with respect to such unauthorized occupancy.

**III. DEPOSIT** Fifty percent (50%) is due at the signing of this document. The remaining fifty- percent (50%) of the payment shall be due no later than the day of the event and in all cases prior to the commencement of the event. Client acknowledges that CCCC shall have no obligation to commence service until full payment has been received. There shall be no exceptions to this policy.

**IV. REASONABLE SUBSTITUTIONS/USAGE** CCCC reserves the right to make reasonable substitutions in rooms in the event of occurrences beyond its control. Cafeteria/Kitchen rental ("Premises") includes such use of the kitchen, rest rooms, corridors, foyers, and vestibules leading to the cafeteria as may be appropriate for the agreed purpose. It is expressly subject to any rules and regulations established by CCCC or by law affecting all areas subject to the license.

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**V. TAX EXEMPT ORGANIZATION** Any tax-exempt organization shall provide CCCC with its tax exemption certificate and ID number at the same time the guaranteed count is due. Failure to provide the required information at the time required will result in the collection of sales tax, which Client agrees to pay.

**VI. CANCELLATION POLICY** In the event the function is canceled in writing by Client, the following shall apply: Cancellation of room(s) beyond 30 days, no charge. Cancellation between 29 and 14 days: 50% of expected charges. Cancellation between 14 and 0 days, 100% of expected charges.

**VII. MISCELLANEOUS**

- Client agrees to make direct report of, and pay to the proper tax authority, in accordance with any federal or state law and any rules or regulations thereunder, all taxes payable on any tickets for admission sold by or for Client.
- Client shall comply with all laws, ordinances, and regulations of all Federal, State, and City Governments or any of the Boards or Bureaus thereto, pertaining to places of public assembly and the property, health, and safety of persons admitted thereto; and obtain at its own expense any and all licenses or permits as may be required in connection with the use and occupancy of the Premises.
- Client shall fully indemnify and hold CCCC harmless from all liability or injury, loss or damage to persons or property, including legal fees, occurring on or about the Premises which injury, loss or damage is caused by Client, its employees, agency, patrons, or third parties attending the event.
- Client shall assume all claims or costs of any kind, including legal fees, arising from Client's use of any patented, trademarked, franchised or copyrighted music, documents, devices, processes or dramatic rights used or incorporated in the event, and shall indemnify and hold harmless CCCC and the Company from any such claims or costs which might arise from the use of any such material.
- CCCC shall have the right to review and approve any performance or exhibition to be offered under the agreement, as well as posters, fliers, programs, advertisements and any other literature relating to Client's use of the Premises.
- Client shall take good care of the Premises and maintain all of the personal property, equipment and furnishings in good condition and repair, and shall deliver same to the Company in good order and condition.
- This agreement is personal to Client and shall not inure to the successors or Assigns of Client, and Client does not and shall not claim at any time any interest or estate of any kind or extent in the Premises, by virtue of this License or its occupancy or use thereunder.
- The terms and conditions of the attached ADDENDUM are hereby incorporated in the body of the Contract.

**XII. ACCEPTANCE** Please sign and return a copy of this Part One Agreement by \_\_\_\_\_ . This Agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to this Agreement.

CCCC and Client have agreed to and have executed this agreement by their authorized representatives as of the dates indicated below.

**CLIENT**

**CCCC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**In addition to the Contract, client agrees to follow the policies and procedures outlined below:**

- ◆ Clients shall not have more than 1 person/20 SF to attend the event.
- ◆ Clients are required to leave equipment (lights, curtains, tables, chairs, etc.) in the same location and condition as found upon arrival. Furniture, fixtures, walls, floors, ceilings, rest rooms, public space, etc. must be left in the same state as which found upon arrival. Client will be responsible for any expense incurred by CCCC to correct and/or repair damages and/or changes made by Client.
- ◆ All areas in #411 Waverley Oaks are non-smoking.
- ◆ Client is responsible for the actions of people attending the meeting and must enforce an atmosphere void of disruptive behavior. Running, shouting, and other disorderly conduct will not be tolerated, and may result in function cancellation.
- ◆ Parking is permitted only in designated parking areas.
- ◆ Client is responsible for the security of their possessions and valuables.
- ◆ During any event, if the number of people exceeds the agreed upon attendance expectation, we reserve the right to refuse further admittance, reduce the actual attendance, or cancel the event.
- ◆ During a performance, all attendees must remain seated.
- ◆ Security Deposit, as detailed in Contract, must be supplied in cash or by bank check with certified funds at least two weeks in advance of the event. Deposit will be returned, less damages, within two weeks after the event.
- ◆ Any additional services contracted through CCCC are subjected to the same payment schedule as outlined in the Contract.

**Agreed to and accepted:**

**CLIENT**

**CCCC**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

\_\_\_\_\_

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