



N7645 N Peebles Lane  
Suite 3  
Fond du Lac, WI 54937  
920.933.5590

### Venue Rental Contract...

This Contract is hereby executed between \_\_\_\_\_ (“Renter”) and

Urban Fuel and Company, llc., on the following Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose: \_\_\_\_\_.

**The following conditions apply to this one-time rental.**

### **Fees and Deposits:** (\*YOUR DESIRED DATE WILL NOT BE HELD OR PLACED ON MASTER SCHEDULE W/OUT DEPOSIT\*)

1. To reserve your desired date and time on our master schedule a **Deposit of \$100.00** (cash or check only) is required. Urban Fuel is not responsible for holding any date without this deposit. The date may be changed if available upon approval from Urban Fuel without a penalty. This deposit is non-refundable for any cancellations that are not made by Urban Fuel. Half of your **Venue Fee** is due with a signed copy of this agreement to guarantee your reservation **30 days prior** to your scheduled event (no exceptions). This fee is nonrefundable unless the event must be cancelled by Urban Fuel and Company due to an Act of God, such as weather, and/or other unforeseen events such as fire, national emergency or kitchen failure, etc. that makes the property unusable. The **balance of the Venue Fee is due the day of your event** (no exceptions). **Fees** are subject to change without notice. Deposit and venue fee down payment will be applied to final balance.

### **Safety and Security:**

2. The Old Mill Plaza in which Urban Fuel is located is considered to be a historic property. Please treat the space as you would a fine piece of furniture....very gently.

3. **Children** attending an event must be supervised at all times.

4. **Smoking** is not permitted in any building, on any patios, or within 25 feet of either. Ashtrays must be provided outside if your guests are going to smoke there.

5. **No candles, fires, fireworks, sparklers** or any other **open flames** are allowed anywhere on Old Feed Mill property. Battery operated candles are allowed inside.

### **Function Control:**

7. Urban Fuel reserves the **right to terminate a function** if we feel it is out of control or if those attending the event refuse to follow policies.

8. **Nothing** may be **nailed, taped or otherwise affixed** to the walls, fixtures, floors, and entrances (including exterior and interior) of any part of the Old Feed Mill Plaza.

9. **Confetti, party-poppers, silly-string, etc.** are prohibited inside and outside of the Old Mill Plaza. All decoration must be pre-approved by Urban Fuel and be completely cleaned up following the event.

**Deliveries, Outside Catering and Liquor:**

10. Advance notice of all *Deliveries* to Urban Fuel must be given. Please pre-approve all deliveries 1 week prior to event with Urban Fuel.

11. *All Caterers and Vendors* must be approved in advance by Urban Fuel. *They are required to have a business license and insurance* and must comply with all local, state, and federal laws. As the renter, you assume all liability and responsibility for the outside caterers and vendors you hire for your event.

12. Urban Fuel is licensed to serve liquor and will enforce state laws and regulations. Guests are prohibited from bringing in their own alcohol in and serving to themselves or other guests. *Under-age drinking is strictly prohibited.*

**Event Conclusion:**

13. Events must end within the designated time of the contract. A *fee of \$50.00 per 1/2 hour* will be added to bill after the allowed time expires (no exceptions).

14. *Removal of all your event-related items* must be completed immediately following the event.

15. *Lost or stolen articles* left after an event may be held for one week and then discarded if unclaimed. Urban Fuel shall not be held responsible or liable for any lost or stolen items.

Thank you for choosing Urban Fuel and Company for your event. We look forward to working with you to make your experience memorable and exceptional. Feel free to contact us at any time with any questions or concerns.

Sincerely,  
Terri Deanovich and the Urban Fuel Staff

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clients Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Other Note(s):**

**\*\*\* By signing, you agree to all the terms stated on this document \*\*\***