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Tibetan American Foundation of Minnesota

1321 Heritage Blvd NE

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Phone # 651-917-9556

This is a Rental Agreement between Tibetan American Foundation of Minnesota (Hereinafter "TAFM" or "Center") and \_\_\_\_\_ (Hereinafter "CLIENT") for the use of the rental hall.

**Terms and Conditions** A signed contract and 50% of total rental fee must be received to reserve your date(s) and time(s). The remainder of any rental fee, plus \$500 damage deposit is required thirty (30) days prior to the event. Any additional costs that arise will be due within two (2) days of your event. NOTE: rental time is from 7am to 12am, which is inclusive of load-in and load-out. It is the responsibility of the CLIENT to cooperate with TAFM Center staff in maintaining this schedule. Additional time, if needed or requested, is subject to additional fees and availability of TAFM staff. No event will be scheduled on the event calendar until the "Rental Agreement" is signed by the person or organization requesting rental space and signed by the TAFM officer.

**Hours of Operation** Events may not last beyond 12:00 a.m. (midnight). This 12:00 a.m. deadline includes cleanup time. The CLIENT will be charged \$150.00 per hour if the Event and/or cleanup time exceeds 12:00 a.m. or if it exceeds a delegated deadline previously approved by staff. CLIENT is responsible for making sure guests leave the building at an appropriate time in order for CLIENT to finish cleaning up before the deadline.

**Deposit and Payment:** A deposit at the rate of 50% of rental fee must be received to reserve your date(s) and time(s). The remainder of any rental fee, plus \$500 damage deposit is required thirty (30) days prior to the event. Any additional costs that arise will be due within two (2) days of your event. TAFM accepts payments in the form of credit card, cash or check payable to "TAFM".

**Itinerary /Setup:** Client is encouraged to provide a tentative itinerary approximately 2 weeks prior to the event date. This prepares the staff for the schedule the day(s) of the event. We request that you discuss specific room set-up and audiovisual requirements with the TAFM staff when finalizing the details for your event.

**Note:** that it is strictly the responsibility of the CLIENT for any setup and decoration, thus we encourage clients to bring enough helpers for tables and chairs setup, decoration, etc.

**Decorating:** Decorations may not be fastened to the walls with thumb tacks, push pins, nails, or staples. Candles must be completely enclosed in a glass or non-flammable holder. The use of glitter, metallic confetti, straw, rice, birdseed, party string or hay is prohibited in the TAFM Center and/or on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the Center. When in doubt about decorations deemed acceptable, CLIENT must consult with TAFM staff. You are responsible for any clean-up of decorations that you provide by the conclusion of your access window. If any decorations are not cleaned up by the conclusion of the client's agreed upon access window, a fee will be assessed. Excessive garbage left by client will lead to an additional dumping fee. (\$50.00 minimum)

**Photographs:** TAFM reserves the right to take photographs of rental Events for its own records and for use in future.

**Smoking:** Smoking is not allowed inside the TAFM Center. TAFM Center will provide a designated smoking area outdoors as needed.

**Damages:** The client shall be responsible for all damages and/or losses to the premises or others during the function caused by the clients or any of the client's employees, agents, guests, or other persons attending the function. TAFM does not assume any responsibility for and is not liable for any damages to or losses of any merchandise, samples, equipment, or any goods or personal property exhibited, displayed or left in the hall prior to or following the function. All decorations, props, rented furniture, and personal belongings must be removed at the end of the event. In the event the client fails to satisfactorily clean the facility, the client agrees to a cost of cleaning of \$100.00 per hour, and a minimum charge of two hours.

**Liability:** TAFM does not assume responsibility for theft, damage, or loss of any property brought into the facility. TAFM and its staff are not responsible for the gifts in the reception hall. It is the responsibility of the contracted party to remove the gifts. The gifts must be removed at the end of the event. The client assumes responsibility for the conduct of all persons attending the function and all costs involved from any damages incurred by any of its guests. If for any reason beyond our control such as tornadoes, floods, fire, war, accidents, etc. that we are unable to perform our duties as the contracted event location, we are not liable for any damages to your property in the facility. CLIENT and his/her guests are restricted to the rental area. TAFM Center will not be responsible for items left behind, before, during or after an Event. TAFM Center staff may enter any of the rented premises at any time on any occasion. By signing the "Rental Agreement" form, the Tenant shall indemnify and hold harmless TAFM, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damages to the property of others, arising out of its use of the Event Center.

**Alcohol:** If alcohol beverages are to be served or sold on the premises, indoor or outdoor, the Client is responsible to procure a licensed caterer or obtain the necessary permit(s), and be in accordance with all applicable laws. The Client must provide the license to TAFM Office two weeks prior to the event. Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire security deposit. Alcohol may not be served to minors. Any violation of alcohol use policies may result in the closure of the event.

**Cancellation:** CLIENT must provide a dated, written request for cancellation. Upon cancellation by CLIENT the following fee schedule will apply:

**Based on the Date of Cancellation - % owed of Total Contract Value**

- Date of signing to 180 days out – \$150 administration fee
- 90-179 days out – 25% owed of total rental cost
- 31-89 days out – 50% owed of total rental cost
- 8-30 days out – 75% owed of total rental cost
- Within 7 days – 100% owed of total rental cost

Acknowledged, agreed and authorized by

Primary contact/renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged and agreed by

Tibetan American Foundation of MN \_\_\_\_\_ Date: \_\_\_\_\_

*As of January 1, 2023*