



SPACE RENTAL AGREEMENT AND CONTRACT

Event Date: _____ Set-Up Time: _____ Start Time: _____ End Time: _____

Event Name: _____

Single Event or Multiple Day/Night: _____ Attendance Expected: _____

Client(s)/ Corporation: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Company: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

NOTE: Rental time is based on eight (8) hours, which is inclusive of load-in and load-out. Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 8 hours.

- A signed contract and deposit must be received to reserve your date(s) and time(s).
- The balance of your space rental fee is due no later than the date of your event unless otherwise specified.
- A copy of your Special Event Liability Insurance (See INSURANCE section on page 2) is due no later than ten (10) days prior to your event.
- Any additional costs that arise will be due no later than the date of your event.
- Northfield Conference Center is a smoke and alcohol free facility.

Payment should be made to **City of Spring Hill**. Check or credit card will be accepted.

All credit card payments will be taken through the online portal referenced in the email containing your rental invoice.

NO refunds of the space rental fees will be paid 25 days prior to an event, as your agreement to rent the space may cause the loss of additional bookings or business.

By checking this box, I wish to have my event publicly displayed on the Northfield Sign on Hwy. 31.

Acknowledged, Agreed and Authorized by Renter: _____ Date: _____

Acknowledge and Agreed by Northfield Representative: _____ Date: _____

Please read and initial all of the following pages to insure understanding of the information contained within.



SPACE RENTAL AGREEMENT AND CONTRACT

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 Northfield a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES

A signed contract and deposit must be received to reserve your date(s) and time(s). The balance of your space rental is due no later than the day of your event unless otherwise specified. Any payment not received by the day of your event will be subject to a 3% charge for every day it is unpaid. Any additional costs that arise will be due no later than the day of your event. Any unpaid fees will result in the cancellation of this contract and event itself. Northfield reserves the right to refuse rental to any person(s) whom have an outstanding balance for room rental.

INSURANCE

Special event Liability Insurance is required of ALL renters and is due no later than ten (10) days prior to your event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring NORTHFIELD and all employees, contractors and contracted vendors against all bodily injury and other loss arising out of the renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 Million, and general aggregate liability of not less than \$2 Million. NORTHFIELD CONFERENCE CENTER shall be listed as additional insured of said policy.

Any catering and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate of Insurance and Catering License to NORTHFIELD no later than one month prior to the event.

LIABILITY

The Renter shall indemnify the City of Spring Hill, its officers and employees, and hold them harmless from all claims, losses, liabilities, costs or expenses that arise from or in connection with the Renter, their attendees, or independent contractors engaged by the Renter, including, but not limited to, claims for property damage, theft, personal injury or death.

In the event the City of Spring Hill, its 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 all reasonable attorney fees, court fees, and costs of the suit incurred including all collection expenses and interest due.

CATERING

Northfield highly recommends **AND 3 FOODS** for your event within the Northfield complex. All recommended catering companies have experience working at Northfield and are familiar with the regulations, policies, and procedures. All caterers working any event within Northfield must provide a Certificate of Liability Insurance, 30 days prior to your event. Catering is permitted within all rentable rooms at Northfield. Any special setup requests must be communicated no later than 2 weeks prior to your event to ensure the availability of tables/chairs.

Any uneaten food brought in by a catering company MUST be removed prior to your final exit of the facility. Failure to remove uneaten food will result in additional fees. These fees will be the responsibility of the renter.

Contact/Renter Initials: _____ **Date:** _____



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CAPACITY

Room seating capacity is limited to that allowed by the International Fire Code. Northfield has limited the occupancy of each room to fully adhere to the International Fire Code. Maximum occupancy is listed below:

- **Large Conference Room** – 200 persons
- **Theater/Auditorium** – 100 persons
- **Showroom** – 130 persons
- **Executive Conference Room** – 35 persons
- **Classroom 101, 102, 103, 104, 201, 202, 203, 204, 209, & 210** – 30 persons per classroom.
- **Classroom 205/206, 207/208** – 15 persons per classroom.
- **Classroom 211, 212, 213, 214** – 20 persons per classroom.
- **Conference Room A, B, C, D** – 5 persons per conference room.
- **Conference Room 1275, 1276** - 3 persons per conference room.

A firm understanding of the room occupancy is vital in ensuring the safety of your guests at Northfield.

SITE DECORATION

The success of your event at Northfield is of the utmost importance to our staff. Therefore, every effort will be made to allow renters to prepare decorations reflecting their creative requirements. We do ask that only Northfield staff move any static furnishings within the room (podium, stage, AV). Guests are encouraged to rearrange tables to better fit their event. No nails, screws, staples, or penetrating items are to be used on walls or floors. NO glitter or foil (non-paper) confetti is allowed. Only low tack tape is allowed on floors or wall. Any damage to the facility will be the responsibility of the renter to fix. Northfield reserves the right to select contractor complete repair.

CONDUCT

Northfield has a ZERO tolerance policy for drugs or alcohol. If any person is believed to be in possession of a non-prescribed controlled substance, the proper authorities will be alerted, and the persons will be escorted off the premises. Alcohol is not allowed on the Northfield property. Renter and their guests will use the premises in a considerate manner at all times. Conduct is deemed disorderly at the sole discretion of the Northfield Facility Manager, Facility Director, or Executive Director. Conduct deemed disorderly will result in immediate expulsion from the premises and conclusion of the rental period. In such case, NO refund of the event costs shall be made.

MUSIC/DJ/NOISE

Northfield encourages all audio noise to be set at a level acceptable to all guests throughout the room. However, please be aware that the premises is shared with neighboring tenants whom use the facility for normal work operations. Loud music or noise could hinder the ability for these tenants to conduct their work. Northfield reserves the right to reduce volume to a more acceptable level throughout the duration of your event. Any entertainment that is deemed inappropriate will result in the cancellation of the rental period with NO refund.

Contact/Renter Initials: _____ Date: _____



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SETUP / TEAR DOWN

All setup and tear down must take place within the designated timeframe given by Northfield. If there is an event prior to yours, setup must take place after the prior event has concluded. Northfield is not responsible for checking or handling of any items brought into the facility by rental companies. All external items must be checked and signed for by the client or the client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond the normal time period for the conclusion of your event. This also applies to items left post event for shipment out via courier.

NOTE: It is NOT the responsibility of Northfield to ensure that pick-ups are scheduled and executed.

CLEANING, TRASH AND EQUIPMENT REMOVAL

Northfield will be in a clean condition prior to your event. Janitorial fees are included in your event rental. This janitorial fee includes the removal of trash within trash receptacles and the wiping of tables. Anything outside of this scope is the responsibility of the renter.

All rental equipment must be removed immediately following your event. A freight elevator will be available for use if requested.

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, NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time.

ENTRY AND EXIT

Renter agrees that Northfield staff may enter and exit premises during the course of the event. A representative of Northfield will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. Restroom facilities supplies, and condition will undergo constant monitoring to replenish used paper and supplies. All request for more supplies should be communicated to the custodial staff or the Facility Manager.

LOST AND FOUND

Northfield takes no responsibility for personal items 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.

PROMOTION AND SIGNAGE

Northfield reserves the right to display pictures of your event as promotional material unless otherwise declined on page 1 of this document. Northfield employees agree that all material portraying your event will be accurate to the best of its knowledge and will not be falsified in any way.

ACCEPTANCE

Contact/Renter Printed Name: _____

Contact/Renter Signature: _____ Date: _____



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Room Setup

Seating Style:

Banquet (Round Tables)

Classroom (Rectangle Tables)

Lecture (Seats Only)

Total number of tables requested: _____.

Total number of chairs requested: _____ Chairs per table: _____

Projector: Yes / No

Sound System: Yes / No

of Microphones (3 Max): 1 2 3

Additional Requirements:

NOTE: Northfield will provide chairs and tables for your event up to the quantity on hand. Any additional chairs and/or tables will be the responsibility of the renter in accordance with Pg. 4 of this agreement.

Conference Room / Showroom – 200 chairs

35 Round tables

25 Rectangle tables.

Classrooms – 30 chairs

15 tables



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Catering Company's – Spring Hill

<p>And 3 Foods 5000 Northfield Lane Spring Hill, TN 37174 918-269-7481</p>	<p>(Northfield Favorite)</p>	<p>Christy's 6th Street Restaurant 109 E. 6th Street Columbia, TN 38401 Phone: 931-388-7109 Cell: 615-268-8324 Christy Castro, Owner</p>
<p>Kimmy G's 2632 Old Highway 31 Columbia, TN 38401 Phone: 931-486-1420 Kim Gillian, Owner</p>	<p>Jonathan's Grille Spring Hill, TN 37174 Katie Waters, General Manager Katie@jonathansgrille.com (931)-451-5600</p>	
<p>Moe's Southwest Grill 1001 Crossings Blvd Spring Hill, TN 37174 Phone: (931)486-2021 Catering Line: (615)715-3483</p>	<p>Homestead Manor info@homesteadmanor.com 4683 Columbia Pike Thompson Station, Tennessee 615-538-6113</p>	
<p>Sister II Catering Chapel Hill, TN Dona Anderson, co - owner 931-580-5804</p>	<p>Firehouse Subs 1000 Crossings Blvd., Suite 1000 Spring Hill, TN 37174 Jon Ivie: Owner Phone: 931.486.3888</p>	

Equipment Rental

<p>Action Tents 570 W Church St, Lewisburg, TN 37091 (931) 359-0024</p>	<p>DJ's Party Rentals 1301 S James Campbell Blvd, Columbia, TN 38401 (931) 381-0456</p>
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NOTE: All of the above providers are recommendations based on proximity to the Northfield building. Other providers may provide more competitive pricing.



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Parking and Directions

Large Conference Room – Enter Door 100 & turn left. Room approximately 75 ft. on right.

Parking in LOT G, H, and I.

Auditorium – Enter Door 100 and continue straight to the left of the staircase.

Parking in Lot G, H, and I.

Showroom – Enter Door 100. Showroom on right.

Parking in Lot G, H, and I.

Classroom 101, 102, 103, 104 – Enter Door 400 and turn right. Classrooms on left.

Parking in Lot G & H.

Classroom 201, 202, 203, 204 – Enter Door 400. Take stairs to 2nd floor.

-Classroom 202 & 203 continue straight to the glass wall and turn right. Classrooms on right.

-Classrooms 201 & 204 turn right, classrooms on left.

Conference Room 1275 & 1276 – Enter Door 400 and turn left. Take hallway to the left beside support column. Conference rooms on left through double doors.

Parking in Lot G & H.