

CHAPTER & VERSE BOOKSTORE

FACILITY RENTAL AGREEMENT

This Facility Rental Agreement ("Agreement") is entered into between **Chapter & Verse Bookstore** ("Chapter & Verse" or "Facility") and the individual or organization identified below ("Renter").

RENTER INFORMATION

Renter/Organization Name: _____

Contact Person: _____

Phone: _____ Email: _____

Event Name/Type: _____

Event Date: _____

Estimated Number of Guests: _____

1. RENTAL FEE

The rental fee for use of Chapter & Verse Bookstore is:

Total Rental Fee: \$250.00

A **\$50.00 deposit** is required to reserve the requested event date.

The remaining **\$200.00 balance is due no later than the day before the scheduled event.**

The event date is not considered reserved until the deposit has been received and this Agreement has been signed.

Failure to pay the remaining balance by the required deadline may result in cancellation of the reservation.

2. RENTAL HOURS

The rental period includes the following:

Setup: 5:00 PM – 6:00 PM

Event: 6:00 PM – 9:00 PM

Cleanup: 9:00 PM – 10:00 PM

All activities, including cleanup and removal of the Renter's personal property, decorations, equipment, and supplies, must be completed by **10:00 PM**.

Additional time is not included in the \$250 rental fee and must be approved in advance by Chapter & Verse Bookstore.

3. SETUP DURING STORE HOURS

Chapter & Verse Bookstore will remain **open and operational during the 5:00 PM–6:00 PM setup period**.

The Renter understands that customers may be shopping in the bookstore during this time.

Setup must be conducted in a manner that does not interfere with normal bookstore operations, block entrances or exits, create excessive noise, or prevent customers from safely accessing the store.

Chapter & Verse staff and customers shall have priority access to normal retail areas during the setup period.

4. USE OF THE FACILITY

The Facility may be used only for the event described in this Agreement.

The Renter may not transfer, assign, or sublease the reservation to another person or organization without written approval from Chapter & Verse Bookstore.

The Renter is responsible for the conduct of all guests, vendors, performers, speakers, contractors, and other individuals associated with the event.

Events must be conducted in a safe, respectful, and lawful manner.

5. SETUP, DECORATIONS & FURNITURE

The Renter is responsible for event setup and decorating unless other arrangements have been made in writing with Chapter & Verse Bookstore.

Decorations may not damage walls, floors, shelving, furniture, windows, fixtures, books, merchandise, or other bookstore property.

No nails, screws, staples, permanent adhesives, or other materials that may damage bookstore property may be used.

Furniture, displays, bookshelves, merchandise, or equipment belonging to Chapter & Verse Bookstore may not be moved without permission.

All decorations and materials brought into the Facility must be removed during the designated cleanup period.

6. FOOD & BEVERAGES

Any food or beverages brought into the Facility must be approved by Chapter & Verse Bookstore.

The Renter is responsible for cleaning all food and beverage areas and properly disposing of all trash.

The Renter is responsible for any damage, staining, or excessive cleaning resulting from food or beverages served during the event.

7. ALCOHOL, SMOKING & PROHIBITED ACTIVITIES

Smoking, vaping, illegal drugs, weapons, and unlawful activity are prohibited inside the Facility.

Alcohol may not be sold, served, distributed, or consumed without prior written approval from Chapter & Verse Bookstore and compliance with all applicable Rhode Island laws, permits, licenses, and insurance requirements.

Chapter & Verse Bookstore reserves the right to stop any activity that it determines is unsafe, unlawful, disruptive, or damaging to the Facility.

8. CLEANUP

The Renter is responsible for leaving the rented areas in clean and orderly condition.

Cleanup includes:

- Removing all decorations, supplies, equipment, and personal belongings.
- Removing or properly disposing of event-related trash.

- Cleaning spills and food/beverage areas.
- Returning tables, chairs, and approved movable items to their designated locations.
- Leaving floors, restrooms, and event areas reasonably clean.
- Completing all cleanup and departure from the Facility by 10:00 PM.

Additional cleaning charges may be assessed if the Facility is left excessively dirty or requires cleaning beyond normal use.

9. DAMAGE TO PROPERTY

The Renter is financially responsible for damage caused by the Renter or the Renter's guests, vendors, performers, contractors, or invitees.

This includes damage to the building, furniture, fixtures, equipment, books, merchandise, café equipment, décor, or other property belonging to Chapter & Verse Bookstore.

The Renter agrees to reimburse Chapter & Verse Bookstore for reasonable repair or replacement costs resulting from such damage.

10. PERSONAL PROPERTY

Chapter & Verse Bookstore is not responsible for lost, stolen, misplaced, or damaged personal property belonging to the Renter, guests, vendors, performers, or other event participants.

All personal property and event materials must be removed from the Facility by the end of the cleanup period unless Chapter & Verse Bookstore has provided prior written permission for them to remain.

11. CANCELLATION

If the Renter cancels the event, the **\$50 reservation deposit is non-refundable**.

Any rental payments made beyond the deposit may be refunded if the cancellation is received at least **7 calendar days before the scheduled event**.

Cancellations received less than 7 calendar days before the event may result in forfeiture of all rental payments made.

If Chapter & Verse Bookstore must cancel the reservation due to circumstances within its control, all rental payments made by the Renter will be refunded.

12. LIABILITY

The Renter assumes responsibility for the activities associated with the Renter's event and agrees to use reasonable care while occupying the Facility.

To the extent permitted by law, Chapter & Verse Bookstore shall not be responsible for injuries, losses, damages, or claims resulting from the Renter's activities, guests, vendors, equipment, food, decorations, or other items brought onto the premises.

The Renter agrees to be responsible for claims or damages resulting from the negligent or wrongful acts of the Renter or persons participating in the Renter's event.

13. RIGHT TO TERMINATE EVENT

Chapter & Verse Bookstore reserves the right to immediately end an event if:

- Illegal activity occurs.
- Guests or participants create a dangerous or threatening environment.
- Facility rules are repeatedly violated.
- The event causes or threatens significant damage to the Facility.
- The event substantially exceeds the agreed-upon use of the Facility.

Termination for violation of this Agreement does not entitle the Renter to a refund.

14. COMPLIANCE WITH FACILITY RULES

The Renter agrees to follow all reasonable instructions provided by Chapter & Verse Bookstore staff concerning safety, building access, occupancy, merchandise, equipment, and use of the Facility.

Nothing may block doors, emergency exits, aisles, or other required access areas.

15. AGREEMENT

By signing below, the Renter acknowledges that they have read and understand this Facility Rental Agreement and agree to comply with its terms.

The Renter understands that the reservation is not confirmed until the required **\$50 deposit** and signed Agreement have been received.

RENTER

Printed Name: _____

Signature: _____

Date: _____

CHAPTER & VERSE BOOKSTORE

Representative Name: _____

Signature: _____

Date: _____

PAYMENT RECORD

Total Rental Fee: \$250.00

Deposit: \$50.00

Date Paid: _____ **Payment Method:** _____

Remaining Balance: \$200.00

Due: **Day before scheduled event**

Date Paid: _____ **Payment Method:** _____

Event Date: _____

Setup: 5:00 PM – 6:00 PM

Event: 6:00 PM – 9:00 PM

Cleanup: 9:00 PM – 10:00 PM