

**The Meeting Room**  
 at Classic Cuts Salon  
 1053 South Madison Street, Lancaster, WI 53813  
 Ph: 608-723-7230      Email: [classcut@chorus.net](mailto:classcut@chorus.net)      Barb Cell: 608-379-4964

**THE MEETING ROOM**  
 Event Hall Rental Agreement

**\*\*\*\*Hall rental confirmed only when all fees are paid in full.\*\*\*\***

THIS AGREEMENT for the rental of the Meeting Room is entered into by and between BKKB, LLC ("Owner") and the Renter identified below, on the following terms and conditions:

Renter information

Name: \_\_\_\_\_ "Renter" telephone number \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_  
 Insurance agent: \_\_\_\_\_ Telephone number \_\_\_\_\_  
 Event Supervisor: \_\_\_\_\_ Telephone number \_\_\_\_\_  
 Proposed use: \_\_\_\_\_

- Rental fee, tax and security deposit:** Subject to the terms of this Agreement, the owner shall rent the event hall located in the lower level of the Building at 1053 S. Madison Street, Lancaster, WI 53813 (The Meeting Room). The renter shall pay the Owner the Rental Fee, Sales Tax and the Deposit for use on the following date and time:

Date of Event \_\_\_\_\_  
 Time of event \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

Rental Fee Schedule:  
 The Meeting room will not be reserved until all fees are paid in full.  
 Rental fee by length day of event (5.5% sales tax).

Monday-Thursday	\$50.00	(\$2.75)	Rental Fee	\$ _____
Friday-Sunday	\$100.00	(\$5.50)	Tax	\$ _____
Holidays	\$150.00	(\$8.25)	Deposit	\$ _____
Security Deposit	\$100.00		Total	\$ _____

Visa, Mastercard, Discover. Make check payable to BKKB, LLC

In the witness whereof, the parties have executed this agreement.

BKKB, LLC Date \_\_\_\_\_

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

\_\_\_\_\_  
 Barbara A. Fishnick, Member

## THE MEETING ROOM

2. Security Deposit Refund. The Owner shall refund the security deposit to the Renter within approximately 2 weeks following the event, less any deductions for damages and cleaning as provided for in this Agreement and the Rules and Procedures.

### 3. Exculpation & Renter Responsibilities

(a) Except for injury or damage caused by the negligent or intention acts of the Owner, the Owner shall not be liable to the Renter for any injury or damage to the Renter or its guests, invitees, agents, or assignees, or their property, from any cause. The Renter waives all claims against the Owner for damage to person or property arising for such reasons.

(b) Except for normal wear and tear, the Renter shall be solely liable for any and all damages to The Meeting Room and the building in which it is located that may occur as the result of accidents or the acts of omissions of the Renter or its guests, invitees, agents or assignees. Damages shall be deducted from the security deposit. Upon demand, the Renter shall pay the Owner for any damage that arises from or is related to the rental of The Meeting Room that exceeds the security deposit.

4. Indemnification. Except for damage or loss by causes which are covered by insurance policies in existence at the time of loss, or which are the result of the negligent or intentional acts of the Owner, the Renter shall indemnify, defend, and hold the Owner harmless from and against any and all claims, loss of damage, including court costs and attorney's fees, arising from or occasioned by the use or occupation of The Meeting Room and the building in which it is located by the Renter and its guests, invitees, agents, and assignees.

5. Default. In the event of any default by the renter of any of the terms of this Agreement, the Renter shall be liable for all damages, including attorney's fees and costs, which may be incurred as a result of said default.

6. Excused Non-Performance. The Owner may terminate this Agreement without liability to any party, if the Owner is unable to perform its obligations under this Agreement for the reasons beyond its control or if it considers the proposed use by the Renter to be objectionable. In such an event, any fees paid by the Renter shall be refunded by the Owner.

7. Compliance with Rules and Procedures. The Renter shall comply with the additional provisions governing the use and occupancy of The Meeting Room, and the building in which it is located, containing in the document entitled "Rules and Procedures." Said document shall be given to the Renter and is made a part of this Agreement. Any failure by the Renter to comply with the Rules and Procedures is a breach of this agreement.

8. Governing Law. Any dispute shall be subject to the laws of the State of Wisconsin, and any legal action shall be subject to the laws of the state of Wisconsin, and any legal action shall be brought in Grant County, Wisconsin.

9. Severability. Provisions of this Agreement are severable. If any provision is rendered void or unenforceable, the invalidity or unenforceability of that provision does not affect the other provisions in the Agreement that can be given effect without the invalid or void provisions.

10. Entire Agreement. The parties agree that this Agreement, including the Rules and Procedures, Rental Rate Fee Schedule, and any attachments, constitutes the entire agreement between the parties and supersedes any oral or written agreements or representation.

11. Insurance. The Renter shall provide the Owner with a copy of the declarations page of the Renter's homeowner's or the renter's insurance policy showing a minimum coverage of \$300,000.00.

THE MEETING ROOM  
RULES AND PROCEDURES

1. Conduct of Event.
  - a. The Renter shall not make or permit use of The Meeting Room for any unlawful purpose or any purpose that will injure the reputation of The Meeting Room. The Renter shall obey all lawful orders, rules and regulations of all governmental authorities. No drugs or firearms shall be allowed in The Meeting Room.
  - b. The Renter or the Event Supervisor shall remain at The Meeting Room at all times during an event. The Renter shall be responsible for supervising all persons in The Meeting Room and the adjacent grounds. Children shall be supervised at all times. The owner shall not be responsible for any property left unsupervised at any time.
  - c. The maximum capacity of The Meeting Room is 225. The Renter shall comply with the maximum capacity restrictions at all times.
  - d. Loud music shall not begin until after 8 p.m. Monday through Thursday, 4 p.m. on Friday and 1 p.m. on Saturday.
  - e. The Meeting Room and the building in which it is located shall be subject to inspection at any time by the authorized representative of the Owner.
2. Use of Kitchen. The Renter may use The Meeting Room's kitchen, appliances and other kitchen items. If the Renter uses the kitchen, the Renter shall: clean all countertops and work surface areas including the refrigerator and stove; turn off all appliances; wash all dishes, glassware, and silverware; and remove all trash.
3. Use of Equipment and Fixtures. The Renter may use The Meeting Room's table, chairs, abr bathrooms, access doors, TV, DVR, DVD player and CD Players, Radio Receive, and speaker sound system for event purposes. No equipment or furniture shall be moved from The Meeting Room or building without consent of the Owner.
4. Use of the Parking Lot. The Renter and its guests, invitees, and agents may use the parking lot located behind the building. They may also use parking spots in front of the building after Classic Cuts business hours.
5. Food and Beverage.
  - a. The Renter may provide food, beverages or other items at an event. The Owner will not provide, prepare or serve any food, beverages, or other items.
  - b. The Renter shall have sole responsibility for contracting with caterers, vendors, entertainment, or any other required services. The Renter shall be solely liable for any food, beverages, or other items provided, prepared, or served by The Renter or its agents.
6. Alcohol.
  - a. The Renter shall not sell or permit others to sell any alcoholic beverages at an event. The Renter may provide alcoholic beverages to event guests if they are provided at no charge to the guests.
  - b. The Renter shall not allow any person under the age of 21 to be served, be allowed to consume, or be in possession of alcohol at any time during an event.
  - c. The Renter shall monitor all service, if any, of alcoholic beverages and the Renter shall be solely liable for the consumption of any alcohol by any person at The Meeting Room and such liability shall extend to any aspect regarding the consumption of alcohol.
7. Smoking. Smoking shall not be permitted within The Meeting Room or within any part of the building in which The Meeting Room is located. Smoking may be permitted outside of the building if ash and butts are disposed of properly. The Renter shall have the sole responsibility for ensuring that ash and butts are disposed of in proper receptacles. Any necessary clean-up will be deducted from the security deposit.
8. Confirmation and Scheduling.
  - a. Reservations of an event date and time shall be confirmed upon receipt of the appropriate fees by the Owner.

- b. In order to provide adequate time for set-up and clean-up, the Owner shall schedule events so that there is a minimum of 2 hours between the ending time and the starting time of events.

9. Cancellations and Refunds.

- a. The Owner shall refund all fees for cancellation made 30 days or more before an event.
- b. The Owner shall not refund any fees for a cancellation made less than 30 days before an event.

10. Set-up and Decorations.

- a. The Renter shall have sole responsibility for setting up all tables, chairs, bandstands, etc. and performing any other required preparation for an event.
- b. The Renter shall not attach decorations to the walls, ceilings, doors, windows, poles or on handrails, with tape. You may use wire, sticky tack, etc.
- c. The Renter may place decorations to the floor, tables, or on an easel, except that THE USE OF ANY NAILS, TAPE, OR STAPLES IS STRICTLY PROHIBITED.
- d. Candles, if any shall be contained. Any open flames are prohibited.

11. Clean up and Rubbish Removal.

- a. The Meeting Room, including the bar, kitchen, and any appliance used, restrooms, and all furnishings shall be cleaned immediately following the event. All floors shall be swept and any spills or sticky areas on the floors shall be wet moped. All tables and chairs provided shall be wiped clean and returned to the appropriate location. If the Renter uses The Meeting Room's kitchen, the Renter must also perform the cleaning tasks provided for in Section 2.
- b. All rubbish shall be taken from the building by the Renter. The Renter may dispose of rubbish by placing into garbage bags and putting the garbage bags into the outdoor receptacles located behind the building.  
\*\*\*\*\*THE MEETING ROOM DOES NOT PROVIDE GARBAGE BAGS\*\*\*\*\*
- c. Anything brought into the building by the Renter or its guests, invitees, or agents shall be removed from The Meeting Room immediately following the event. Anything left in The Meeting Room will be disposed of by the Owner.
- d. The Renter shall lock both doors to The Meeting Room following the event and clean up. Please set the thermostat to the off position and leave on the light next to the thermostat. The Renter shall be solely liable for any damages occurring as a result of the Renter's failure to lock the doors to The Meeting Room.
- e. Charges will be assessed and deducted from the security deposit if the Owner must perform any of the tasks provided for in this section.