

Charlotte's Trove, LLC – Room Rental Agreement

We are happy that you are considering Charlotte's Trove for your party and/or conference needs. Our private party/conference room accommodates 72 to 80 people comfortably (depending on set-up), and our semi-private space accommodates up to 26 people. The use of both areas allows renters to host up to 100 guests (this is the building occupancy capacity).

RULES & RESTRICTIONS

RESERVATIONS

Reservations can be made by contacting a Charlotte's Trove Event Specialist at **814-414-3700**. We suggest you reserve your event date and time early. We wouldn't want you to miss the opportunity to have your party and/or conference with us. We will work with you to create the perfect event. Our spaces are best suited for adult/young adult events, and we do not recommend this venue for children's' events. Rental agreements must be signed by individual(s) with a minimum age of twenty-one (21). A copy of a photo ID is required for all reservations.

ROOM(S) RENTAL & FEES:

PRIVATE* space (72 to 80 guests):

- \$30***/hour (4-hour minimum) – Mondays, Tuesdays, Wednesdays & Thursdays
- \$40***/hour (4-hour minimum) – Fridays, Saturdays & Sundays

*This space is a private party/meeting space. We have a variety of room layout and decorating options.

- Theater Style – no tables (up to 80 people)
- Dinner Style – 60" round tables (up to 72 people)
- Conference Room Style – rectangular tables (up to 24 people)
- Classroom Style – rectangular tables (up to 24 student) + instructor table

SEMI-PRIVATE** space (up to 26 guests):

- \$25/hour (2-hour minimum) – Seven (7) days per Week

**This space is semi-private, and room layout options are very limited.

BOTH PRIVATE & SEMI-PRIVATE spaces (up to 100 guests):

- \$55/hour (4-hour minimum) – Seven (7) days per Week

****Note: We have some equipment available (microphone, screen, etc.), and we will make every attempt to help you create the perfect event. Additional fees may apply if you request additional setup or equipment. Additional equipment is only applicable to the PRIVATE rental area.*

DOWN PAYMENT/PAYMENT TERMS

Charlotte's Trove is able to tentatively hold the date for your event for 5 days without a signed contract. Within those 5 days a signed contract with a 25% down payment will be required to confirm your event date and time. Down payments not made within five (5) days could lose their reservation to another event. Payment in Full is due three (3) business days prior to your event. Charlotte's Trove reserves the right to cancel any reservation if down payments/payments are not received as indicated. Charlotte's Trove, at its sole discretion, may not accept a reservation prior to the down payment for any reason. Any willful or reckless damages made to the facility will be the sole responsibility of the renter and will be billed separately.

CANCELLATION

Cancellation without 20 days notice will result in an automatic forfeit of your down payment.

CATERING SELECTIONS

Charlotte's Trove offers a custom catering menu. We also work with a select group of other licensed caterers. All events held in our facility that serve food must be catered by either Charlotte's Trove, or one of our pre-approved caterers. All food must be provided by caterers who are licensed by the PA Department of Agriculture, Bureau of Food Safety and Laboratory Services, and who have provided proof of proper liability insurance. We will make no exceptions.

SMOKING

Charlotte’s Trove is a smoke-free facility in accordance with Pennsylvania State Law. Smoking is prohibited inside; however, it is permitted in the designated smoking areas located outside the building.

CANDLES/DECORATION

Charlotte’s Trove will work with renters to create a comfortable and pleasing atmosphere for any type of event. We, however, will reserve the right to limit the use of candles, ceiling and wall decorations to preserve and protect the natural aesthetic beauty of our facility, and the safety of all guests.

ALCOHOL

Charlotte’s Trove does not recommend the serving of alcoholic beverages and will **NOT ACCEPT ANY RESPONSIBILITY** if you elect to do so. If you desire to have alcohol at an event held in our facility, the responsibility of providing and serving limited alcoholic beverages falls on the renter, as well as all related costs. **Alcohol may not be sold and under no circumstances will anyone under the age of 21 be served alcohol!** If this occurs, or attendees become unruly/destructive; Charlotte’s Trove reserves the right, at Charlotte’s Trove sole discretion, to ask all people present to vacate the premises immediately with NO REFUNDS. No kegs are permitted.

RENTER SHALL DEFEND, PAY, INDEMNIFY AND SAVE FREE AND HARMLESS CHAROLETTE’S TROVE FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, FINES, SUITS, ACTIONS, PROCEEDINGS, ORDERS, DECREES AND JUDGMENTS OF ANY KIND OR NATURE BY OR IN FAVOR OF ANYONE WHOMSOEVER AND FROM AND AGAINST ANY AND ALL COSTS AND EXPENSES, INCLUDING ATTORNEY’S FEES, RESULTING FROM OR IN CONNECTION WITH LOSS OF LIFE, BODILY OR PERSONAL INJURY OR PROPERTY DAMAGE ARISING, DIRECTLY OR INDIRECTLY, OUT OF OR FROM OR ON ACCOUNT OF ANY OCCURRENCE IN, UPON, AT OR FROM THE USE OF CHAROLETTE’S TROVE’S PROPERTY PURSUANT TO THIS AGREEMENT OR OCCASIONED WHOLLY OR IN PART THROUGH THE USE AND OCCUPANCY OF THE PREMISES OR ANY IMPROVEMENTS THEREIN OR APPURTENANCES THERETO, OR BY ANY ACT OR OMISSION OF RENTER OR ANY SUBTENANT, GUEST, CONCESSIONAIRE OR LICENSEE OF RENTER, OR THEIR RESPECTIVE EMPLOYEES, AGENTS, CONTRACTORS OR INVITEES IN, UPON, AT OR FROM THE PREMISES OR ITS APPURTENANCES, UNLESS CAUSED BY THE WILLFUL ACTS OR NEGLIGENCE OF CHAROLETTE’S TROVE, ITS EMPLOYEES OR AGENTS.

The following information (along with a signed estimate) must be complete, and down payment made before a reservation is confirmed.

Full Name

Street Address

City

State

Zip

Phone Number

e-Mail Address

Event Date

Start Time

End Time

I, _____ (print full name) fully understand the rules and restrictions associated with renting the party/meeting space(s) at Charlotte’s Trove. My signature signifies that I accept the terms of rental.

Signature

Date

Make Checks Payable to:
Charlotte’s Trove, LLC
Attn: Event Specialist
819 E. Main Street
Roaring Spring, PA 16673

Questions: Call 814-414-3700, or e-mail service@TroveOfTheCove.com