



CACHELLE CREATIVE ARTS CENTER

VENUE RENTAL AGREEMENT



This Venue Rental Agreement ("Agreement") is made between **Cachelle Creative Arts Center** ("Venue Owner") and _____ ("Client") for the rental of one of Cachelle's event venues. Both parties agree to the following terms and conditions.

EVENT INFORMATION

Event Type:

Event Date:

Venue: (Select One:) The Courtyard | The Sanctuary | Both

Event Start Time:

Event End Time:

Setup Date & Time:

Estimated Guest Count:

Phone/Whatsapp #:

Email:

VENUE DETAILS

The Courtyard at Cachelle

- Capacity: Up to 130 guests (auditorium seating) or 110 guests (seated with tables).
- Ideal for: Small weddings, private dinners, presentations, workshops, or cultural gatherings.
- Features: Covered stage area, ambient lighting, sound system capability, and restrooms.

The Sanctuary by Cachelle

- Capacity: Up to 180 guests (auditorium seating) or 160 guests (seated with tables).
- Ideal for: Outdoor weddings, receptions, live performances, and community events.
- Features: Landscaped garden, open-air layout, stage area, restroom access, and standard lighting.

PAYMENT TERMS

1. Deposit Requirement:

A **50% deposit** is required to confirm and secure the booking. Dates are not reserved until the deposit has been received.

- If the Client cancels the event, the deposit **may be transferred to another date** but **will not be refunded in cash**.

2. Balance Due:

The remaining balance must be paid **before the event date**. Failure to pay in full prior to the event may result in cancellation and forfeiture of the deposit.

3. **Incidental Fee:**

A **\$100 incidental fee** must accompany the final payment. This fee will be refunded within five (5) business days after the event if there are no additional charges for overtime, damages, or missing items.

4. **Accepted Payments:**

Payments can be made via **Cash, Mobile Money, or Bank Transfer**.

DATE CHANGES

- In the event the CLIENT is forced to change the date of the event, every effort will be made by Cachelle Creative Arts Center to transfer reservations to support the new date. The CLIENT agrees that in the event of a date change, any expenses, including but not limited to deposits and fees that are non-refundable and non-transferable, are the sole responsibility of the CLIENT.

CANCELLATION POLICY

- **Cancellations made 14 days or more before the event date:** The deposit **can be transferred** to another available date, but **will not be refunded in cash**.
- **Cancellations made less than 14 days before the event date:** The deposit is **non-refundable and non-transferable**.
- If, for any reason, the Creative Arts Center is unable to fulfill its contractual obligation under this contract, the entire deposit will be returned with no further penalties or liabilities.

All date changes must be approved in writing by the Venue Owner and are subject to availability.

RULES AND REGULATIONS

The Client, including their guests, event planners, and vendors, must follow all rules and policies of Cachelle Creative Arts Center.

Event Duration

All events must conclude by the agreed end time stated in this contract. Failure to vacate the premises on time will incur overtime fees.

Parking

- Parking is available for in-house guests. Once lots are full, guests must park **outside the fence** or in the **designated overflow lot** (if available).
- All guests must follow the instructions of the **parking attendant** and adhere to all safety guidelines.
- Cachelle Creative Arts Center is not responsible for theft, loss, or damage to vehicles.

Alcohol

Alcohol service is permitted only for guests aged 18 and above. Serving alcohol to minors is strictly prohibited.

Supervision of Children

Children must remain under adult supervision at all times. Unsupervised children are not allowed to wander on the premises or interfere with event equipment.

Facility Use

Clients may use electrical outlets, water, and restrooms as needed. All fixtures, lighting, and sound systems must be handled responsibly.

Decorations and Rentals

- All décor, rentals, and personal items must be removed **by 12 noon the following day**.
- A **storage fee of \$50 per day** will be charged for items left on the property after 12 noon. The security deposit is not refundable if the client fails to remove decorations and equipment after their program, as it will go towards a one-day **storage fee (\$50/PER DAY)**.
- Nails, glue, or adhesives that may damage walls, furniture, or surfaces are not permitted.

Cleanup

- The Client is responsible for removing all décor and personal belongings by the end of the rental period.
- **Cachelle staff will handle trash removal** and ensure basic venue cleaning.
- Any excessive cleaning or damage will result in additional charges deducted from the incidental fee.

Noise and Conduct

All music and amplified sound must be kept within reasonable levels and comply with community noise regulations. Disorderly conduct by guests or vendors may lead to early termination of the event without refund.

ENTIRE AGREEMENT

- There are no other promises or conditions in any other agreement, whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

WAIVER OF CONTRACTUAL RIGHT

- The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

LIABILITY

The Client is fully responsible for the actions of all guests, vendors, and event staff. Cachelles Creative Arts Center is not liable for personal injury, loss, or damage to property during the event.

The Client agrees to reimburse the Venue Owner for any damages, theft, or loss that occurs as a result of the event or setup.

UNCONTROLLABLE EVENT

Neither party will be held responsible for delays, cancellations, or failure to perform due to circumstances beyond reasonable control, including natural disasters, government restrictions, or national emergencies.

AGREEMENT AND SIGNATURES

By signing below, both parties agree to the terms and conditions of this Venue Rental Agreement.

Client Name: _____

Signature: _____

Date: _____

Cachelle Creative Arts Center Representative: _____

Signature: _____

Date: _____

Your Event Manager at Cachelle is: Bobby Tompoe 0775768060

Your event planner's name and contact: _____