



ALTA HOUSE

Rental Agreement

In consideration of permission by the Alta House and/or Cleveland Montessori (Facility) for the use of the designated rental spaces at 12510 Mayfield Road, Cleveland, Ohio, the undersigned (Renter) does agree for himself/herself, for the contracting organization (if applicable), and for all persons attending the event at Alta, as follows:

1. **Space:** Renter may use the designated spaces at Alta House during the designated date and time. In addition, the Renter shall have non-exclusive access to common areas of the Facility as are necessary for the event including parking areas, hallways, and restrooms. Listed next to the room or area is the available capacity of each.

(Circle) Bocce Courts (70) Bocce Lounge (30) Gymnasium (200)

Date: _____ **Time:** _____

Function: _____ **Approx. # of Persons:** _____

2. **Usage:** The rental area and all equipment therein shall be used in a careful, prudent, and safe manner. Requirements for electrical equipment being brought into the Facility must be discussed prior to signing of the Agreement.
3. **Damage:** The cost of replacement or repair of any damage to equipment, furnishings or the facility shall be the responsibility of the Renter and the contracting organization (if any) jointly and severally.
4. **Alcohol:** If alcohol is being served, Renter assumes full liability for serving only individuals of legal age and abiding by all applicable Ohio laws regarding distribution and consumption of alcohol. This may include obtaining a liquor permit and security for certain events.
5. **Security & Liability:** The Renter must be present during the entire event, and shall provide adequate policing and security, including adequate supervision for minors. When warranted, the Facility may require the Renter to hire off-duty police as security at Renter's expense. The Facility reserves the right, in its sole discretion, to require the Renter to provide liability insurance coverage for the event, naming Alta House and Cleveland Montessori as additional insured. An insurance waiver must be signed on behalf of the organization or guests when using the gymnasium or Bocce facilities.
6. **Food Service:** Any food served on the premises must either be provided free of charge to all guests or participants of the event or prepared by a party with a food service license. Food items shall not be sold for profit. All food or other personal property brought onto the premises shall be removed at the completion of the event. All trash must be placed in appropriate containers.



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7. **Equipment:** The Facility will allow use of tables and chairs as it has available. The renter is responsible for securing any additional tables or chairs from an outside source at his/her expense. Delivery of equipment must be coordinated with Facility representative. Use of Alta House or School owned stage, audio or visual equipment will be negotiated in advance of signing this agreement including additional fees when applicable.
8. **Security Deposit:** Reservations must be made a minimum of 2 weeks in advance. A non-refundable security deposit equal to one hour of rental fee is due upon signing the Rental Agreement. Reservations will not be held without the deposit. Balance is due a minimum of five (5) days prior to the event date. Failure to pay the balance as indicated will result in cancellation of the rental and forfeiture of the security deposit. Security deposit is forfeited in the event of a cancellation made less than two (2) weeks prior to reservation date. The Facility reserves the right to require a valid credit card to be held in lieu of the security deposit which will be charged for damages or cleaning fees if necessary, following the event. If Facility is left in pre-rented condition, the credit card information will be destroyed.
9. **Indemnification:** In consideration of the Alta House and/or Cleveland Montessori providing rental space as specified in this Agreement, the Renter for himself/herself, the contracting organization (if applicable) and all persons using the facility do hereby release, hold harmless and indemnify the Alta House and Cleveland Montessori and all their officers, agents and employees from and against any and all liability, claims, demands, action and/or causes of action for injury to person or property arising from or in any way related to the use of the Rental Area and other portions of the facility herein.

Renter Name (printed) _____

Renter Signature _____ **Date** _____

Contracting Organization (if applicable) _____

Contact Information: Provide an address, phone number and email for the individual renting the facility.

Address: _____ Phone: _____

Email: _____

Security Deposit _____ Date Received _____

Rental Fee _____ Date Received _____

Equipment Fee (if applicable) _____ Date Received _____

Signature of Facility Representative: _____

Payments may be made in cash, check payable to Alta House or credit card. Credit card payments will be charged a 3% fee.



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Facility Rules

1. Renters will have access to space for set-up 30 minutes prior to rental period and must vacate the Facility within 30 minutes of completion of the rental period. Additional set-up/clean-up time for larger events must be negotiated in advance of signing the Rental Agreement. Intent to remove or rearrange Facility furnishings for an event must be communicated with and approved by the Facility Management in advance.
2. Appropriate care of the Facility must be taken to maintain cleanliness and avoid damage. Special attention must be taken to proper care of Bocce Courts, Gymnasium floor and wood floors throughout the Facility. Furniture and equipment must be lifted and not dragged across floors.
3. Any Facility owned equipment being used by Renter must be returned clean and free of damage. The renter will be charged full replacement cost of damaged or lost equipment. Equipment being borrowed/rented is listed on this form and will be returned to and checked in by Facility staff at the conclusion of the event.
4. Rental Spaces must be left as they were received or an additional \$150 clean up fee may be charged. All trash must be secured in garbage bags and placed in the Facility dumpster outside. Floors must be swept, vacuumed, and mopped (as needed). The kitchen (if applicable) must be fully clean, free of food debris and grease and refrigerator emptied.
5. Live animals are NOT permitted on the premises at any time.
6. Loud, vulgar, or offensive music is NOT permitted. Event volume must be maintained at a reasonable level so as not to disrupt neighbors or other activities that may be held in other areas of the Facility at the same time. The Alta House staff reserves the right to have the music turned off if it is not appropriate. DJ's are allowed and must be approved by the Alta House prior to the event starting.
7. Decorations may be put up during the rental period and must be completely removed at the conclusion of the event. Use of masking tape or duct tape on walls, windows or floors is prohibited. Use of any permanent marker, paint, adhesive, tacks/nails, etc. is strictly prohibited. No glitter or confetti may be used in the Facility. Offensive, vulgar, and/or inappropriate decorations are not permitted and will be removed by our staff.
8. Smoking inside the Facility is strictly prohibited. If smoking is permitted outside, Renter is responsible for ensuring use of a proper receptacle and cleaning up any debris from flower beds/pots, sidewalks, and parking areas.
9. Limited parking is available at the Alta House. Guests attending the event must utilize only designated legal parking areas without blocking access to the Villa Carabelli residences. Street parking or overflow parking must be arranged.



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10. All events or space usage require a Facility staff member to be present. Facility staff will be responsible only for ensuring the Renter has access to areas and equipment being rented and monitor proper usage and care. Facility staff are not responsible for event set-up or clean-up but will aid where necessary and appropriate. Facility will provide restroom supplies, cleaning supplies (brooms, mops, vacuum) and garbage cans/bags for use by the renter. All other needed supplies for the event are the responsibility of the Renter. Staff members must be notified immediately if there is an emergency or concern of any kind. Staff members will take care of lights and locking of the Facility at the conclusion of the event. Renters and guests are expected to vacate the Facility within 30 minutes of the end of the rental agreement unless previous arrangements have been made for additional clean up time to avoid additional charges.
11. Guests are expected to behave in a respectful manner. Offensive, inappropriate, or vulgar behavior, including fighting, will not be tolerated. The Alta House staff reserves the right to terminate your rental, and rental fees will be forfeited.



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Rental Overview

Call 216-421-1536 to inquire about rental information and availability.

Rental ~ The Alta House offers a beautiful historic venue for a variety of event planning needs. Available spaces include Bocce Courts, Gymnasium, Library and Multi-Purpose Room which can accommodate groups from small meetings to large parties. Reservations will be made during days and times that do not conflict with standard operation of the Alta House or Cleveland Montessori programs.

Reservations and Deposit ~ Reservations must be made at least two (2) weeks in advance. A non-refundable security deposit equal to one hour of the rental fee is required to hold the date along with a signed rental agreement. Balances must be paid at least five (5) days before the event. The room is available for setup one half hour before the rental and one half hour after the rental for breakdown.

Alcohol ~ Alcohol is permitted as provided by the Renter and in accordance with all applicable Ohio laws regarding distribution and consumption of alcohol. Security may be required for events serving alcohol at the discretion of the Facility at the expense of the Renter. Alcohol may be consumed on the property but may not be sold for profit.

Amenities ~ Handicap accessible restrooms; limited number of tables and chairs; limited audio and visual equipment; Wi-Fi access. A small kitchenette is available with access to a residential stove/oven, refrigerator and commercial dishwasher, coffee urns, and warming cabinet. 100lb ice machine that will be full at the time of the rental.

Rental Rates

<u>Room/Space</u>	<u>Hourly Rate</u>
Bocce Courts	\$150.00
Lounge	\$150.00
Bocce Courts w/ lounge	\$150.00
Rentals with 100 or more guests	\$200.00

-Additional rooms available depending on needs
-A \$150.00 setup/cleanup fee will be charged to each rental



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Frequently Asked Questions

Available inventory of tables, chairs, tents, etc:

****Note: All tables must be covered with linen or table clothes. These can be brought in or can be provided by the Alta House for \$10/cloth****

Tables

60" Round Tables---13

8' Long Tables--20

6' Folding Tables--3

Chairs (folding)

Blue Padded Chairs--6

White Plastic Lifetime Chairs--16

Black padded Chairs--18

Metal chairs--70

Black/Gray Lifetime Chairs—100

Tents (10' x 10'): 4

-How much ice is available onsite and should we bring our own?

The ice machine capacity is 100 pounds. If anything more is needed we recommend bringing in your own ice as the machine has a 24 hour refill period.

-Is parking available and how many spots are available?

Yes, parking is available in the Alta House private lot located off of Fairview avenue. The lot has a capacity of 20 cars.

-Are there any preferred vendors?

We recommend one of the many restaurants located in the Little Italy neighborhood. Just mention you are doing an event at the Alta House and they will accommodate to the best of their ability.

-Will you have a staff member onsite during the rental?

We will have a staff member that opens up the facility and answers any questions at the time and they will periodically check in. They will not help with trash or service unless the rentee requests them to do so, which will require an additional fee of \$30/hr.