

Link Hall Event Center

201 Rose Ella Drive
Dover, Tennessee 37058

Rental Agreement and Guidelines

Please Read Carefully

Link Hall Event Center is available for weddings, receptions, showers, reunions, and other approved uses. The type of event must be discussed with and approved by Link Hall staff before the event and the date is confirmed.

Reservations and Deposits

Reservations for Link Hall may only be made directly through a Link Hall representative only. Agreement to 'Hold' the event center will only be valid once the event has been approved by the representative and a holding deposit of \$50 or \$250 for 3 day rental has been paid. If you cancel your event at any time for any reason, this \$50 or \$250 for 3 day rental deposit is nonrefundable. A date will not be held until the deposit has been received. Payment in full is due no later than 3 days before the event.

You will receive a deposit refund once the event has been completed, the check off list has been satisfactorily completed, and there have been no damages to the building, personal property, and/or equipment. Failure to do all the above mentioned will result in forfeiture of the holding/security deposit.

In addition to the deposit, the party/group reserving the facility will be held responsible for any damages done to the facility as a result of the event being held. The reserving party must pay for any repairs in full and will also forfeit their rental deposit. Further the facility must be cleaned, trash removed and left in a clean and satisfactory condition after the event.

Guidelines

1. Rental will be available for the designated hours only, additional time for early set ups and late tear downs must be approved by staff. Staff will lock and unlock the facility for your use, but may or may not stay for the duration of your event.
2. When renting Link Hall Event Center, you have access to the entry foyer, main hall, kitchenette, and restrooms. There will be no access granted to Rose Ella Apartments or the corridor.
3. Parking is available to the right and in front of Link Hall. The parking in front of Rose Ella Apartments is reserved for the use of residents only.
4. You are NOT to hang anything on the walls. This includes the use of command strips, tape, pins, etc.
5. 10 round tables, 4 rectangle tables, and 50 chairs are provided. Additional tables and chairs must be procured by the renter.
6. Tables must be covered in linen. White and yellow linen are both available upon request and are included in your rental fee.
7. Prior approval must be granted before moving large furniture or equipment in or out of Link Hall Event Center.
8. Alcoholic beverages and the use of tobacco products are not allowed in Link Hall Event Center. If you have a special request, please contact a Link Hall representative.
9. Children must have responsible adult supervision at all times.
10. You are responsible for any and all damages incurred during the time of use. Furthermore, it is your responsibility to make sure anyone involved with your event knows about these guidelines.
11. To provide documentation of the facility condition, Prior to your arrival pictures of the facility will be made and upon your leaving.

Rental Deposit Refund

To ensure the return of your rental deposit, there must be no damages to the building, personal property, and/or equipment. Rental deposit will not be returned until an inspection has been completed by a staff member, which will be completed within 72 hours of the end of the event. Additionally, the following checklist must be completed.

- All tables, furniture, and floor, must be free of any paper products or trash
- Empty all trash cans and place trash in the outside dumpster after your event. This includes trash in the kitchenette, large trash cans, and restrooms
- Ensure that all food has been removed from the refrigerator
- Wipe down kitchenette counter
- Leave restroom doors open
- Turn off all lights
- Lock all exterior doors with the exception of the front door which is where you will exit
- Double check to ensure no personal belongings have been left behind

Fee Schedule

| Package | Price | Description |
|-------------------|--|---|
| Basic Rental | \$100 per hour | \$100 per hour with a 2 hour minimum. \$50 deposit is required to hold date and will be refunded per the above guidelines. White or Yellow table linen is included with rental. No early set-up or late tear-down, you must make the proper time allotment selection to allow for setting up and tearing down. |
| 3 Day Rental | \$1,250 from 10 AM Friday through 5 PM Sunday | \$1,250 for a weekend rental, beginning at 10 am on Friday and ending at 5 pm on Sunday. \$250 deposit is required to hold the date and will be refunded per the above guidelines. White or yellow table linen is included with rental No early set-up or late tear-down |
| Christmas Special | \$250 per 4 hour rental Valid Nov. 20 – Dec. 30 | \$250 for 4 hour rental. \$50 deposit is required to hold date and will be refunded per the above guidelines. White linen, table centerpieces, Christmas tree, fireplace mantel decor, and other Christmas décor will be set-up prior to event by Link Hall Staff. No early set-up or late tear-down, you must make the proper time allotment selection to allow for setting up and tearing down. |

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Release and Rental Agreement

In consideration of being granted permission to use Link Hall Event Center, we the undersigned do forever release and discharge Link Hall, its owners, affiliates, and successors from any and all causes of action, claims, damages, liability and loss of services which I/we may or might have against Link Hall Event Center resulting from any damage or injury which may or may not be suffered while the undersigned has the use and/or custody of Link Hall.

The undersigned do further covenant with and agree to indemnify and hold harmless Link Hall Event Center, its owners, affiliates, and successors from any and all damage, expense and liability they may or might not incur while the undersigned has the use and/or custody of Link Hall.

The undersigned do further agree to pay for any and all damages to Link Hall Event Center and adjoining property of Rose Ella Village and to pay for any and all personal property therein which may or might be damaged and/or lost while the undersigned has the use and custody of Link Hall Event Center. Payment for any damages will be due to Rose Ella Village within 10 days of receipt of invoice.

I/WE THE UNDERSIGNED, HAVE READ THE ABOVE FULL RELEASE AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING AND SO SIGN AS MY OWN FREE ACT AND DEED.

Responsible Person

Witness

Executed at _____, on _____
Location Date

BOTH PORTIONS OF THIS FORM MUST BE SIGNED AND FILLED OUT BEFORE LINK HALL WILL BE HELD FOR YOUR EVENT.

I would like to reserve Link Hall Event Center on _____ for a
Day/Date

_____ for the hours of _____ to _____.
Event Description

I have read the full rental agreement and guidelines and agree to comply with them.

Responsible Person

Witness

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Event Information Sheet

Type of Event : _____

Event Date: _____ Hours of Event: _____

Responsible Person: _____

Primary Phone: _____

Secondary Phone: _____

Additional
Responsible Person: _____

Primary Phone: _____

Secondary Phone: _____

Food Service Provided by: _____

Please list all vendors (DJ, Photographer, Hairdresser, etc.):

Special Requests/Additional Information:

Deposit Date and Amount: _____

Balance Due Date and Amount: _____