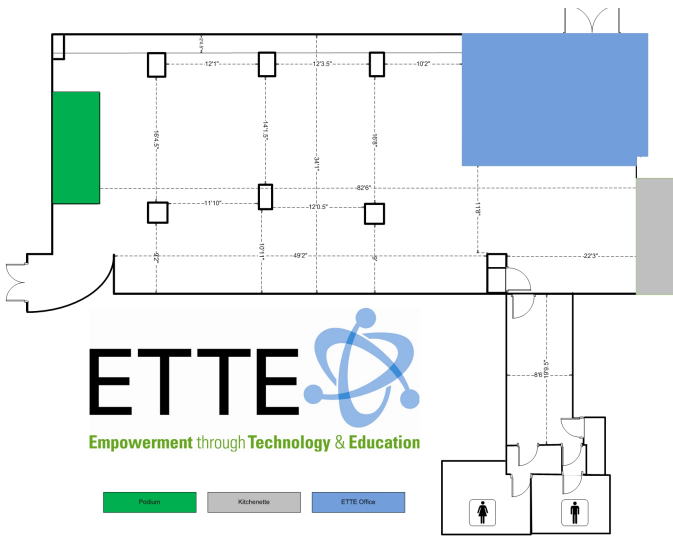


Space Rental Contract

3636 16th Street NW
Unit J (Ballroom)
Washington, D.C. 20010

www.dcrentalspace.com
202.345.1965 ext. 300



Date of Submission: _____

Applicant Information

Organization's Name: _____

Organization's Physical Address: _____

Organization's Phone Number: _____

Organizations website address: _____

Point of Contact: _____

Point of Contact's Email Address: _____

Point of Contact's Direct Phone Number: _____

Event Specifics

Program or Event Name: _____

Number of Attendees Expected: _____

Event Start Time: _____

Event End Time: _____

Description of Event: _____

Payment Information

Acceptable forms of payment are check, Visa, or MasterCard. Make checks payable to ETTE. A 50% deposit is required to hold your reservation.

Payment must be made in full prior to rental time starting.

Applicant/organization accepts responsibility to abide by all procedures outlined in this Space Rental Contract (Page 3) and understands penalties associated with not abiding by these stipulations. The applicant furthermore agrees to indemnify and hold harmless Empowerment through Technology & Education, Inc. and its agents any and all losses, injuries or damages to any person or thing that shall arise the applicant's use of the ballroom. ETTE reserves the right to photograph and/or videotape all activities, events, and programs for promotional purposes.

Signature of Applicant _____ Date _____

Applicant's Position with Organization _____

Credit Card # _____ Exp. _____

Amount of Deposit Given \$ _____ Date Deposit Given _____

Checklist - Office Use Only

Total Cost \$ _____ Deposit Received \$ _____ Balance \$ _____

Copy of Insurance received _____ [Y/N]

Copy of Liquor License received (if applicable) _____ [Y/N]

Processed by _____

Facility Rules you agree to abide by are listed on the next page.

Facility Rules

1. If you are interested in reserving the Ballroom please call ETTE at 202.345.1965 to arrange a tour and meeting prior to registering online.
2. Renter accepts full financial liability and responsibility for any damage and/or loss of property belonging to Empowerment through Technology & Education, Inc. (dba ETTE). Renter agrees to defend, indemnify and hold harmless ETTE, its Board of Directors, employees, volunteers and the Woodner Apartments from any liability whatsoever arising out of the use of the ballroom including, but not limited to, personal injury incurred during or as a result of such use.
3. Renter must obtain and keep in effect during the rental period public liability, personal injury and property damage insurance reasonably acceptable to ETTE, in limits of not less than \$1,000,000 for personal injury and \$1,000,000 for property damage. Renter shall designate Empowerment through Technology & Education, Inc. as an additional insured under its coverage and shall furnish ETTE a certificate of insurance attesting to such coverage 5 business days prior to the beginning of the rental period.
4. If serving or selling alcohol, Renter is responsible for and must abide by all city alcoholic beverage control laws and regulations, and arrange for appropriate license(s), permit(s), and insurance, which copies must be provided to ETTE at least seven (7) business days prior to the event. Renter is responsible for all consequences of guest behavior during and following the consumption of alcohol.
5. All decorations and equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event, unless other arrangements are made in advance with ETTE. ETTE is not responsible for any items left in the ballroom.
6. All caterers and florists must be approved by the ETTE prior to signing contract. Renter must provide all food, décor, and the labor to set-up, teardown, and clean up. Renter is responsible for maintaining cleanliness in all areas where food is prepared and served.
7. The Renter is responsible for making arrangements for renting equipment needed for event. ETTE will only provide the following items: 12 6 foot folding tables, 32 folding chairs, an LCD projector, laptop computer, and computer speakers.
8. Renter must provide own sound system (if needed). Because ETTE is located in a mixed-use building, Renter must abide by the building's noise rules. No live music after 8pm.
9. Smoking, use of fog/smoke machines, and pyrotechnics are NOT allowed. Renter will be charged \$250 each time the smoke alarm is activated by Renter's activities.
10. The premises must be left in the same condition as found. Furniture, plants, and artwork may be moved only with approval from ETTE and must be returned to their original locations at the end of event.
11. Cancellation Policy: A \$100 non-refundable processing fee is due if event is cancelled and will be deducted from security deposit. If event is cancelled without a 7-day notice, 50% rental fee deposit is forfeited. If event is cancelled without a 48-hours notice, entire rental fee is forfeited.