# MEMPHIS SMOKES CIGAR LOUNGE

## VENUE RENTAL AGREEMENT & RATE SHEET

3241 Elvis Presley Blvd., Memphis, TN 38116 | Contact: Zee - 901-503-7919

## CLIENT & EVENT INFORMATION

| | | | |
|---|---|---|---|
| Renter Name: | | Phone: | |
| Email: | | Event Type: | |
| Event Date: | | Guest Count: | |
| Start Time: | | End Time: | |

## RENTAL RATES

| Rental Day / Time | Rate | Minimum / Included Time |
|---|---|---|
| Sunday, Monday or Tuesday - before 3:00 PM | $200 per hour | 4-hour minimum ($800 minimum) |
| Sunday, Monday or Tuesday - at/after 3:00 PM | $150 per hour | 4-hour minimum ($600 minimum) |
| Wednesday or Saturday | $1,000 flat fee | Up to 5 hours |
| Cleaning fee | $100 | Applies to all rentals |
| Venue employees, if requested/required | $100 per employee | Covers the 4-hour minimum |

**Overtime:** Any time beyond the contracted rental period must be approved by Memphis Smokes Cigar Lounge and will be billed at **$200 per additional hour or any portion of an hour**. Overtime is not guaranteed and may be denied when another booking or venue schedule prevents an extension.

## DEPOSIT, RESERVATION & PAYMENT

A **$150 non-refundable and non-transferable deposit** is required with the signed agreement to reserve an approved event date. A requested date is not reserved until the signed agreement and deposit are received and Memphis Smokes Cigar Lounge confirms the booking. Rental requests should be submitted at least **two (2) weeks in advance** so availability can be checked.

**Final payment:** The remaining balance is due no later than **seven (7) calendar days before the event**. Bookings made fewer than seven days before an approved event date require payment of the full balance when the reservation is accepted. Failure to pay the balance by the deadline may result in cancellation and forfeiture of the deposit.

## SUPPLIES, ICE & VENUE EQUIPMENT

The renter must bring all products and event supplies needed, including plates, cups, silverware, napkins, serving supplies, decorations and specialty items. **Ice will be provided up to an amount determined by the venue for the event.** Additional ice is the renter's responsibility.

Chafing dishes, serving utensils or other Memphis Smokes equipment are not included in the base rental price. If requested and available, charges will be quoted according to the type and quantity of items used. All borrowed venue items must be returned in the condition provided.

## ALCOHOL, SECURITY & CONDUCT

The renter and guests must comply with all applicable alcohol laws and venue rules. The renter may not sell alcohol or conduct any activity requiring a license or permit unless all required approvals have been obtained. Alcohol may not be served to anyone under the legal drinking age or to an obviously intoxicated person. Memphis Smokes may stop alcohol service or remove a guest when necessary for safety or legal compliance.

**Security:** Memphis Smokes Cigar Lounge may require security based on the event type, attendance, hours or other reasonable safety considerations. If security is required, the renter will be told the requirement and cost before the event and will be responsible for that charge unless otherwise agreed in writing. The renter is responsible for the behavior of guests, vendors and invitees.

## DAMAGE, CLEANING & PROPERTY

The renter is responsible for damage, excessive cleaning, missing equipment, or loss caused by the renter, guests, vendors, decorators or invitees beyond ordinary wear and tear. The renter agrees to pay the reasonable cost of repair, replacement or additional cleaning after receiving an itemized charge. Nothing may be nailed, screwed, stapled or permanently attached to venue surfaces without prior written approval. All renter property, decorations, food and supplies must be removed at the end of the rental.

## CANCELLATION

The $150 reservation deposit is **non-refundable and non-transferable**. If the renter cancels, the deposit will not be refunded or moved to another date, event or person. Any additional amounts paid will be handled according to this agreement and any written terms agreed to by Memphis Smokes Cigar Lounge.

## RENTAL QUOTE & CHARGES

| | |
|---|---|
| Rental date | |
| Contracted hours | |
| Base rental fee | $ |
| Cleaning fee | $100 |
| Employees: ____ x $100 | $ |
| Chafing dishes / utensils / equipment | $ |
| Security, if required | $ |
| Other approved charges | $ |
| **TOTAL RENTAL QUOTE** | **$** |
| Deposit paid | $150 |
| **REMAINING BALANCE** | **$** |
| Final balance due date | |

## ACKNOWLEDGMENT & AGREEMENT

By signing below, the renter confirms that they have read, understand and agree to the rates, minimums, fees, payment deadlines, deposit and cancellation terms, overtime policy, supply requirements, equipment rules, alcohol and security requirements, damage responsibility and other terms in this agreement. The renter understands that the event date is not officially reserved until the signed agreement and required deposit are received and the venue confirms availability.

Renter Printed Name: _____

Renter Signature: _____

Date: _____

Memphis Smokes Representative: _____

Representative Signature: _____

Date: _____

## OFFICE USE ONLY

| | | | |
|---|---|---|---|
| Deposit received: | $ | Date: | |
| Payment method: | | Event confirmed: | YES / NO |
| Remaining balance: | $ | Balance due: | |
| Notes: | | | |

*This agreement is a business rental form and is not a substitute for legal advice. Venue policies may be supplemented by written event-specific terms agreed to by both parties.*