

The Crescent Academy

Event Space Rental Agreement



This contract for the rental of the **Cafeteria/Kitchen (with furniture)** located at 1112 Broad St., Endicott, New York, hereinafter referred to as the “**Venue**” is made this day between hereafter referred to as the “**Renter**”, and **The Crescent Academy**, hereafter referred to as the “**Owner**”. Whereas the **Renter** desires to temporarily rent, occupy and make use of the **Venue**. Whereas, the **Owner** agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated. Now, therefore, the parties agree to the following terms and conditions:

- I. **VENUE ACCESS:** The Renter shall have access to and use of the venue from **08:00AM to 11:00PM** on [Click or tap to enter a date.](#), hereinafter referred to as the “**Rental Period**” for the purpose of hosting a . Expected attendance is .
- II. **RENTAL PERIOD** shall comprise of 1 or more “**Day(s) of Rental**”, defined as:
 - a. During school days a **Day of Rental** will start no earlier than 5pm.
 - b. During off-school days a **Day of Rental** will start no earlier than 8am.
 - c. The **Renter** and associated guests must vacate the **Venue** no later than 11pm each **Day of Rental**.
 - d. **Renter’s** property may be left at the venue (if pre-coordinated and approved by the **Owner**), if the **Rental Period** spans multiple consecutive days.
- III. **SECURITY DEPOSIT:** The **Renter** shall also give to the **Owner** a security deposit of **\$200**.
- IV. **RENTAL COST:** The rental fee for:

Description/Item	Rate	Qty	Total
a. Venue	Cafeteria/Kitchen - \$300 (no furniture) or \$600 (w/ furniture) Gymnasium - \$750 (no furniture) or \$1000/day (w/ furniture) Conference - \$25/hr Classroom - \$25/hr Lab - \$25/hr	1	\$
b. Audio (speaker/mic)	\$50/hr (1 hr minimum)	0	\$
c. Projector(s)	\$50/hr (1 hr minimum)	0	\$
d. Table cloth(es)	\$10/table cloth	0	\$
e. Chair cover(s)	\$0.50/chair cover	0	\$
f. Set up	\$20/hour/laborer	0	\$
g. Tear down	\$20/hour/laborer	0	\$

- h. The total \$ rental fee shall be payable to the **Owner** 10 days prior to the **Rental Period** and is in addition to the Security Deposit listed in Clause III.
- V. **CLEANING COST:** The **Owner** shall charge the renter \$20/hour for set up, tear down, cleaning as requested. It is estimated that setup and tear down of tables and chairs (for 100 individuals) will each require 2 hours of labor. Cleaning up the hall and restrooms after use will require another 1-2 hours. Actual cost may vary.
- VI. **ACCESS KEYS:** The **Owner** shall provide to the **Renter** access keys to the **Venue**, 1 day prior to the **Rental Period**. The **Renter** shall return all access keys to the **Owner** at the end of the **Rental Period**.
- VII. **PROXY RESTRICTION:** **Renter** must be present at all times of rental and must be the primary user (or immediate family), i.e., rental, occupation cannot be proxied/subleased.
- VIII. **REMOVAL OF BELONGINGS:** **Renter** shall remove all property (belonging to **Renter** or its guests) and trash from the **Venue** at the end of the **Rental Period**. The **Renter** is responsible for leaving all parts of the facility in the same condition as it was found.
- IX. **RENTAL ACCESS:** **Renter** is responsible for ensuring that only authorized guests are admitted and leave premises before the end of the **Rental Period**. **Renter** is responsible for ensuring that guests do not access facilities that are not rented. **Renter** shall ensure all locked doors are locked if access is provided to locked areas.
- X. **USE OF PROPERTY:** The **Venue** and all **Venue** equipment is the property of the owner and should not be altered without permission. Other than cleaning, no building upgrades, equipment upkeep, maintenance or physical repair should be performed by the tenant unless instructed to do so by the **Owner** and agreed to do by

the **Renter**. Only the equipment brought into the **Venue** by the **Renter** is under their control for any modification, upkeep or alteration. Likewise, equipment brought in by the **Renter** should not be used, modified or altered by the **Owner** without advance permission by the **Renter**. All **Venue** upkeep and maintenance including keeping the building up to code is the responsibility of the **Owner**. This includes landscaping and snow removal on school days (i.e., not school holidays), defined as Monday, Tuesday, Wednesday, Thursday between 7:30 am and 3:00 pm and, between 7:30 am and 1:00 pm on Fridays.

XI. RESTRICTIONS:

- a. **Renter** is responsible for ensuring no doors are left ajar at any time that are not attended to in-person.
- b. **Renter** is responsible for ensuring no pets access the facilities at any time.
- c. Alcohol, tobacco and all illegal substances are prohibited on the property, inside the building or outside.
- d. **Renter** is responsible for ensuring that guests do not access parts of the facilities that are not rented, i.e., **Renter** and its guests are only granted access to the rented space and adjoining restrooms.
- e. Kitchen, if rented, may only be used for warming and serving prepared food.
- f. **Renter** shall refer to the **Venue** as “The Crescent Academy, Event Center” or “The Crescent Academy”.

XII. RETURN OF SECURITY DEPOSIT: Upon **Renter**'s completion of his/her obligations under Paragraph IV & V above, the **Owner** shall return to **Renter** the security deposit minus any amounts deemed necessary to clean or repair damages inflicted upon the **Venue** by the **Renter** and/or **Renter**'s associates, guests, invitees, contractors, and all other persons authorized by the **Renter**. If the damages exceed the security deposit, the **Renter** shall pay the extra amount due within 3 days of the **Rental Period**.

XIII. PARKING FINES: If the **Renter** fails to ensure all attendees of the event park in accordance with Village of Endicott laws and ordinances, the **Renter** shall pay all fines due to the Village and, in addition, shall pay \$100/incident/day of rental of punitive damages to the **Owner**.

XIV. MEDIA: No news media, press interviews, media coverage, livestreams, filming for public distribution, or other media-related activities shall occur on the property without the prior written permission of the **Owner**. The **Renter** shall not represent or imply any endorsement, sponsorship, or affiliation by The Crescent Academy without advance written approval.

XV. RELIGIOUS SERVICE: Any religious service, religious gathering, worship activity, sermon, formal religious instruction, or faith-based event held at the **Venue** must be disclosed in advance and approved by the **Owner** prior to execution of this Agreement or use of the **Venue**.

XVI. LIABILITY: **Renter** will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that **Owner** may incur as a consequence of the actions of **Renter** or any of **Renter**'s guests while the **Renter** is in control of the venue, and shall indemnify and hold harmless the **Owner** against any and all legal actions which may arise from **Renter**'s use of the **Venue**.

XVII. CONFIDENTIALITY: Both parties agree that the terms, conditions, pricing, and any related correspondence or documentation associated with this Agreement are confidential and shall not be disclosed to any third party, except:

- a. as required by law, regulation, or court order;
- b. To a party's accountants, attorneys, or authorized agents who have a legitimate need to know and who are bound by similar confidentiality obligations; or
- c. with the prior written consent of the other party.
- d. The **Renter** specifically agrees not to disclose or discuss the rental rates, discounts, or other negotiated terms of this Agreement with any other potential or current renters or third parties and acknowledges that such disclosure would cause harm to the **Owner**'s business interests.

XVIII. DISPUTES: Any disputes arising under this contract shall be judged in accordance with the laws of the State of New York.

In view of their understanding of an agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter (full legal name): [Click or tap here to enter text.](#)

Address:

Bank:

Bank Routing #:

Checking Account #:

Signature:

Phone #:

Date: [Click or tap to enter a date.](#)

Email: [Click or tap here to enter text.](#)

Owner (full legal name): [Misbahuddin Qidwai](#)

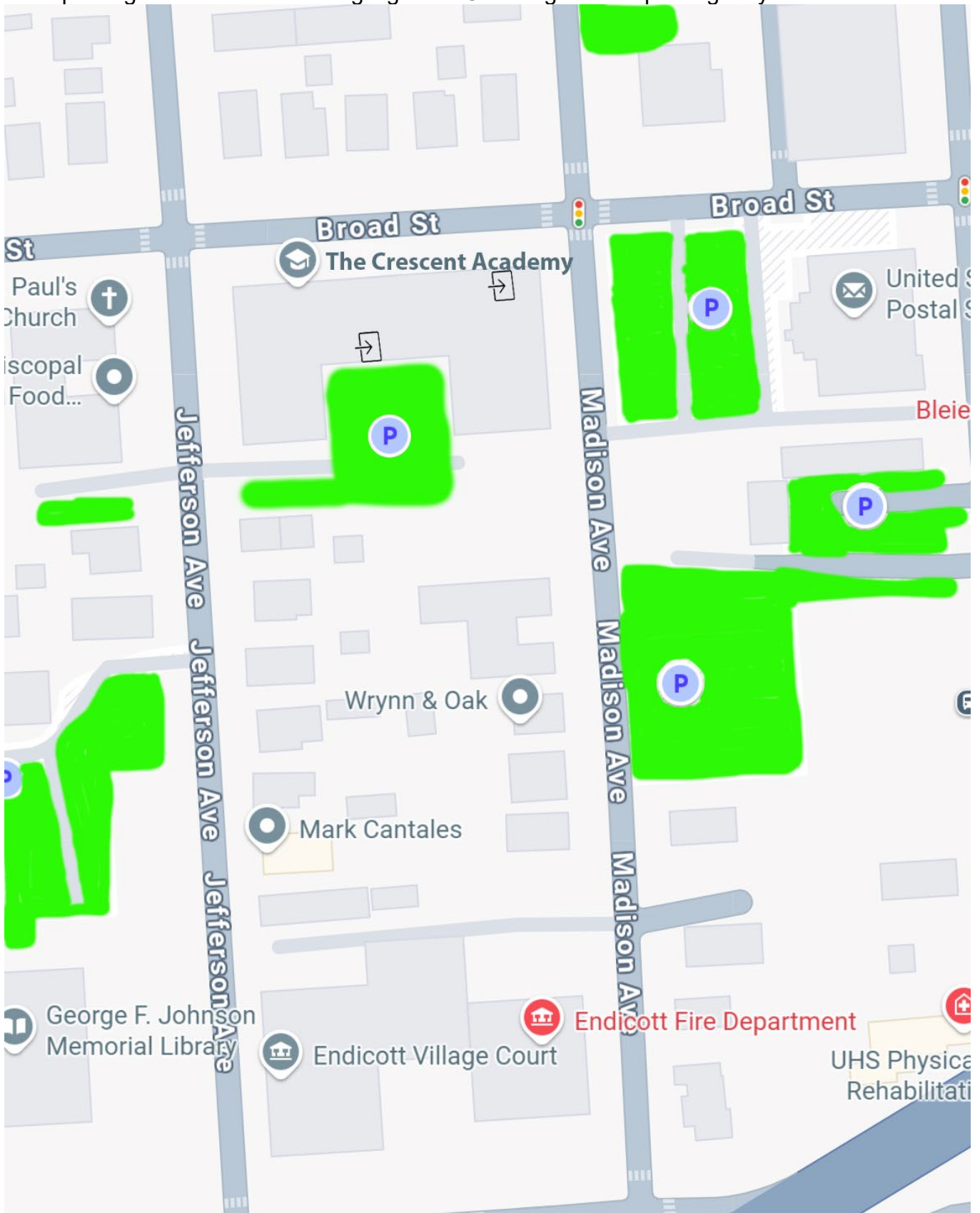
Signature:

Phone #: [\(319\) 321-3314](#)

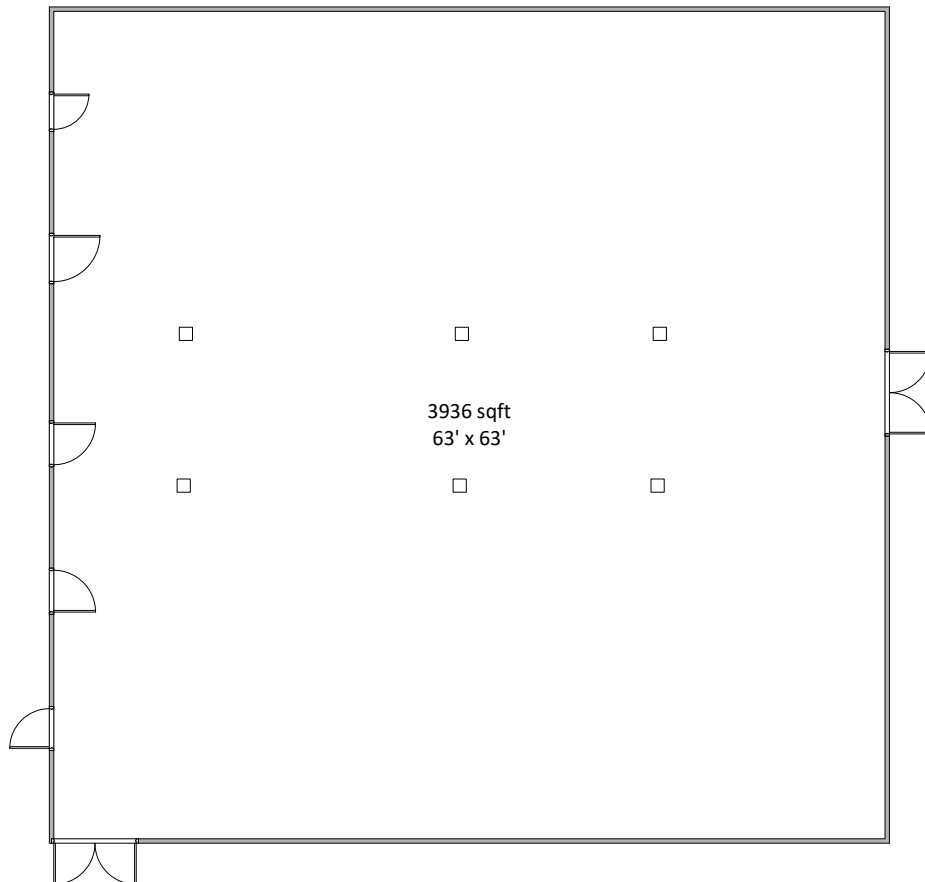
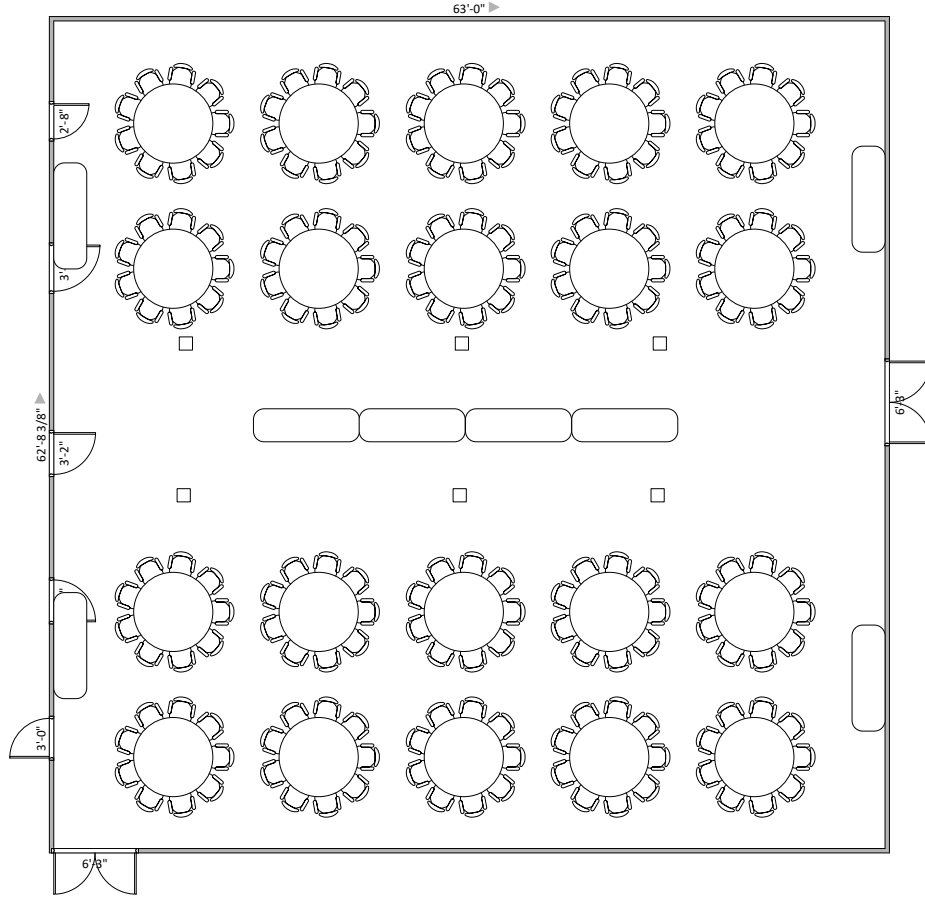
Date: [Click or tap to enter a date.](#)

Email: misbah@thecrescentacademy.org

Authorized parking and entrances are highlighted. Other legal street parking may also be used.



The Cafeteria comprises 3,900 sqft and Kitchen 1,400 sqft of space. If setup is required, please draw desired furniture layout. The top image reflects maximum seating capacity of 200 guests with food serving table configuration; draw on the second image.



Please specify Gymnasium table/chair layout if setup is required:

The Gymnasium comprises 6,750 sqft of space. If setup is required, please draw desired furniture layout. The top image reflects maximum seating capacity of 400 guests with food serving table configuration; draw on the second image.

