

Brainstorm, Inc.

625 N Bridgeport Terrace

Lindenhurst, IL 60046

Phone: 847.265.0610 Fax: 847.245.1477

service@brainstormeducation.com

Store Hours: Sunday 12:00 – 5:00, Monday CLOSED, Tuesday – Thursday 10:00 – 8:00, Friday & Saturday 10:00 – 5:00

Multi-Purpose Room Rental Application/Agreement

Name of Person/Organization: _____

Street Address: _____ City & Zip Code: _____

Primary Phone Number: _____ Secondary Phone Number: _____

E-mail: _____ Fax Number: _____

Nature of Activity: _____

Type of Activity Planned: _____

Date Requested: _____ Time Requested: _____

Rental Fees:

Minimum 2 hours \$50.00

Each Additional Hour \$20.00 (Max of \$150.00)

Maximum Capacity - 50

(\$60.00 refundable deposit)

Rules/Regulations:

- Time will be assigned by Brainstorm, Inc. based on availability
- Room will be available during assigned time only
- Events can occur outside of store hours for an additional fee
- Room set-up and take down is the responsibility of the renter
- A cleaning fee may be deducted from the rental deposit if the room is not cleaned to the satisfaction of the staff of Brainstorm, Inc.
- Unless arranged at time of rental agreement, room must be exited by store closing time.
- A late fee may be deducted from rental deposit if event runs over allotted time.
- Maximum Capacity is 50 guests
- Pets are not permitted in the store
- Alcoholic beverages are not permitted on Brainstorm, Inc. property unless written permission is given by Brainstorm, Inc. at time of rental agreement
- Use of tobacco is prohibited on Brainstorm, Inc. property and may result in the loss of rental deposit
- No amplified sound permitted in Brainstorm, Inc.
- Dispose of trash in waste receptacles provided

Cancellation Policy:

Cancellation by and for the Renter will be accepted less a \$5.00 service fee if notice of cancellation is given more than seven days prior to the rental date. For cancellation from seven days up until 72 hours prior to the rental date, 50% of the rental fee will be refunded. After seventy-two hours, the entire rental fee will be forfeited. Cancellation by Brainstorm, Inc. will result in a full refund of deposit.

Rental Agreement

Theft/damage to property or maintenance required beyond normal duties will result in forfeiture of deposit. We/I agree to hold harmless Brainstorm, Inc. its owners and employees; and to assume responsibility for, and defend at my/our expense all claims for damage to property or persons, including medical expenses for injuries occurred and arising incidentals to the use of the facility. It being further understood and agree that Brainstorm, Inc. assumes no obligation or responsibility in connection with the use of the facility. We/I have carefully read and understood the statement of rules, regulations, cancellation policy, and rental procedures. We/I also agree to comply with all applicable laws and regulations governing Brainstorm, Inc. property and facility. In no event should Brainstorm, Inc. be liable for loss of profit or other similar or dissimilar collateral or consequential damage whether based on breach of contract, warranty, or otherwise.

Authorized Signature

Date

For Office Use Only:

Event Date: _____ Event Time: _____

Deposit: \$ _____ Cash _____ C/C#: _____

Receipt # _____ Emp _____ Exp Date _____ Security Code _____ Zip Code _____

Deposit Return Date: _____ Employee _____

Rental Fee: \$ _____ Cash _____ C/C#: _____

Receipt # _____ Emp _____ Exp Date _____ Security Code _____ Zip Code _____

Deposit will be returned within five business days after the rental has occurred.