

CAT'S CRADLE EVENT AGREEMENT

Thank you for choosing Cat's Cradle, LLC ("Cat's Cradle") to host [*insert name of event*] for [*insert name of Client*] ("Client").

Facility Rental: The following areas of the premises are being rented to Client:

<u>Area</u>	<u>Check Applicable Area</u>
First Floor	
Basement	

Rental Rates: Rental rates will be calculated separately and when determined will be attached to and be a part of this Event Agreement. We accept payment only by the following credit cards: VISA; MASTERCARD; AMERICAN EXPRESS. No other form of payment will be accepted.

Catering: All events must be catered by a City of Chicago licensed professional food handler. We can supply a list of recommendations or you can select your own caterer, provided that they meet our requirements. All caterers must submit copies of current City of Chicago catering and liquor licenses and proof of general liability insurance and liquor liability with coverage in amounts of not less than \$2,000,000 each. Such proof of insurance shall indicate that Cat's Cradle is named as an additional insured. Copies of licenses and proof of insurance must be on file with us thirty (30) days prior to the event, and if not received by such date, we reserve the right to cancel your event.

Kitchen Facilities: A full service kitchen with a double convention oven, warming tray and full refrigerator/freezer is available for use.

Alcoholic Beverages: Alcoholic beverages must be provided by an approved caterer or by Client. If Client is supplying the alcoholic beverages, then Client is required to hire a bartender from an approved catering company carrying liquor liability insurance in the amount of at least \$2,000,000 and naming Cat's Cradle as an additional insured. Proof of such insurance must be submitted with the copies of licenses and other proof of insurance required hereunder or we reserve the right to cancel your event. All leftover beverages must be removed at the conclusion of the event or taken with you at the conclusion of your stay should you be staying with us as a guest.

Deposit: A fifty percent (50%) **NON-REFUNDABLE** deposit is required at the time the event is confirmed, and the remainder of the fee is due ten (10) days prior to the event. Any damages incurred during the event will be billed to Client. If payment is not received within the required timeframes, we reserve the right to cancel your event.

Parking & Loading: Parking is limited. Please contact us to discuss parking arrangements for your event. Caterers are permitted to load and unload through the alley using the back or side entrances to the premises. Caterers are not permitted to access the premises through the front door on Sheridan Road.

Smoking: Smoking is strictly prohibited in the building. Client shall not allow any of its guests or agents, including, without limitation, any catering staff, to smoke in the building or anywhere on

the premises except in the designated areas outside which are for cigarette smoking only. No pipe or cigar smoking is permitted anywhere on the premises.

Catering Requirements: Caterers must comply with our requirements regarding clean up, tear down and garbage removal. A copy of those requirements is available upon request. If your caterer fails to comply with our requirements, we reserve the right to charge you for any additional costs incurred by us. Client is responsible for all coordination efforts with the caterer and any other third party vendors retained by Client. If your caterer needs to perform a walk-thru prior to your event, please contact our office to schedule the walk-thru. Any contracts with caterers or other third party vendors are the responsibility of Client. Cat's Cradle is not liable for any payments under such contracts or for any cancellation charges should they occur.

Restrooms: Since we are not required to be ADA compliant, our restroom facilities are located in the basement.

Artwork: Most of our artwork is original. No photos of the artwork may be taken without our prior written consent.

Liability: Client agrees not to staple, tape, tack or nail any items to the walls, floors, windows or ceilings without the approval of Cat's Cradle. Client assumes all liability and full responsibility for any damages to any part of the building and/or grounds and for any type of injury to persons attending or working at the event. Client's assumption of liability includes, but is not limited to, damages and liability arising from the conduct of persons attending the event, the caterers or other third party vendors. Client bears the sole responsibility for ensuring the safety of its guests and agents, including providing any necessary security to protect its guests while in the building or within the vicinity, including, but not limited to, areas where guests may park cars or utilize public transportation. Cat's Cradle assumes no responsibility for any items or articles left in or around the premises following the event. Client expressly indemnifies, agrees to defend and holds harmless, Cat's Cradle, its employees, owners, members, managers, insurers, agents, successors and assigns ("Cat's Cradle Parties") against any and all claims, liabilities, losses, damages, expenses and costs in conjunction with the event.

Governing Law and Venue: This Event Agreement is governed by the laws of the State of Illinois. The parties hereby submit themselves to the exclusive jurisdiction and venue of the state and federal courts of Chicago, Illinois for any legal action arising under this Event Agreement or arising from any type of occurrence in connection with the event. The parties hereby knowingly and expressly waive all rights to make future objections as to jurisdiction, venue or governing law.

Acceptance: By signing this Event Agreement, Client agrees that Cat's Cradle Parties shall not be held liable for failure to carry out the event if caused by fire, strikes, acts of God or other conditions beyond their reasonable control. The undersigned, being duly authorized agents to sign on behalf of Client and Cat's Cradle, respectively, hereby accept and agree to be bound by all of the terms and conditions set forth in this Event Agreement.

[Client]

Cat's Cradle, LLC

By: _____

By: _____

Title: _____

Title: _____