

The Exchange

Banquet Hall & Meeting Facility
204 S. Fayetteville St.
Asheboro, NC 27203
(336) 625-9767
Email: theexchange@triad.rr.com

FACILITY CONTRACT/INVOICE

(I) (We), the undersigned lessee(s) agree to lease the "The Exchange", 204 South Fayetteville Street, Asheboro, North Carolina 27203.

General Information

Type of Function: _____

Date of Function: _____ Start Time: _____

Number of People: _____ End Time : _____

Number of Tables: _____ Number of Chairs: _____ Alcohol Served: Y / N
(Beer / Wine / Liquor)

NC ABC Permit Required
Y / N

Pricing Information

Hourly Rate _____ (2- Hour Minimum) (____Hours * Rate) \$ _____
Linen Charge: \$7 per Table (# of Tables)_____ \$ _____
\$ _____

Catering: _____ \$ _____
Other: To reserve this date, please remit \$ _____ to: \$ _____
The Exchange \$ _____
715 Newbern Ave. \$ _____
Asheboro, NC 27205 \$ _____

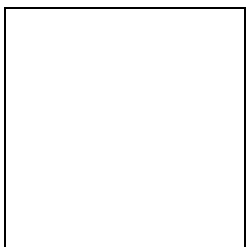
There will be a 15% Service charge for set-up, clean-up, and staff \$ _____ tax

Set Up

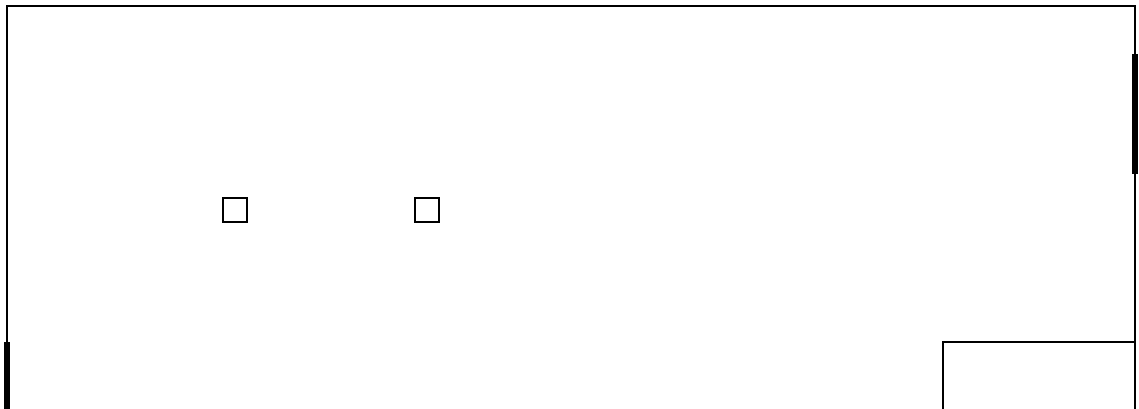
TOTAL \$ _____

_____ initials

_____ initials



Courtyard



(We) further agree to the following conditions as a part of the consideration for the leasing of said facility(ies):

1. The Lessee shall not enter, occupy or use The Exchange until the time(s) and date(s) specified above, unless agreed to and specified on page 1 of this contract.
2. The Lessee shall vacate the facility/property at the time(s) and date(s) indicated or be charged a \$100 per hour fee.
3. The Lessee shall remit the full balance due for the rental of the said facility before the event takes place, unless prior arrangements are agreed upon.
4. That (I) (we), will be responsible for and will pay for any damage to property arising out of the use of the said facility pursuant to this contract.
5. That The R & S Exchange, LLC, d/b/a "The Exchange" does not assume any liability for property lost or stolen on the premises, or for personal injuries sustained on the premises during Lessee(s) use of the premises and Lessee(s) hereby agree to hold The R & S Exchange harmless from all claims, suits, judgments or damages arising out of any such property lost or personal injury.
6. That no equipment shall be removed from the building without permission of the Facilities / Event Director.
7. No beer, wine, liquor or any alcoholic beverages shall be brought or consumed on the premises without proper licensing. All laws of the State of North Carolina shall be followed by Lessee(s).
8. The R & S Exchange, d/b/a "The Exchange" reserves the right to prohibit activities / functions that in their opinion are deemed inappropriate to the general public or in the best interest of the Board of Directors or staff.
9. That a contract for lease of The Exchange will not be entered into by The R & S Exchange unless said Contract is signed and dated with an appropriate deposit.
10. Security deposit must be received to reserve date. If event is cancelled at any time, deposit will not be returned. Event may be cancelled without further penalty up to 48 hours in advance of event time scheduled. Events cancelled less than 48 hours prior to start time are subject to full billing for event to have taken place. Lessee(s) is responsible for total amount that would have accrued had event taken place.
11. It is fully understood and agreed by the parties that the Lessee(s) guarantees to indemnify and hold harmless The R & S Exchange, d/b/a The Exchange, its officers, employees, volunteers and agents against any and all claims, damages, losses and suits of any manner which might arise as a result of the covered function(s) and that the Lessee agrees to defend The R & S Exchange, d/b/a The Exchange, its officers, employees, volunteers, and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered function(s) or any damages, judgments or decrees which might be awarded against the same in the event that suit should be brought as a result of the covered function(s) as identified.
12. Included with this contract, the Lessee agrees to all Facility Rental Costs and Policies as set forth by The R & S Exchange, d/b/a The Exchange, Board of Directors and designee / registered agents.
13. This agreement / contract must be signed and dated by an adult, 21 years or older and the Facilities / Event Director.
 - i. No smoking allowed inside premises.
 - ii. Nothing is to be thrown / distributed inside of premises (confetti, rice, birdseed, bubbles)
 - iii. No gum is permitted to be thrown on floor.
 - iv. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees, and or deposit.
14. (I) (We) agree to pay reasonable attorney fees, if for any reason litigation is necessary to resolve any differences relative to this contract.

Lessee: _____

Address: _____

Tel. #: _____

Lessee Signature: _____

Facility Owner: _____

The Exchange, 204 S. Fayetteville St., Asheboro, North Carolina 27203 625-9767