



# Memphis Public Links

*Better play. Every day.*

## Terms and Conditions for Rental Agreement

By submitting this Rental Agreement, the agreement holder indicates receipt and understanding, abiding by all instructions, terms, conditions, rules, regulations and agrees to the following additional terms:

- a) FEES: \$1000.00 Monday – Thursday for 5 hours. Each additional hour is \$100.00. Requires a **\$200.00 non-refundable deposit**. \$1500.00 Friday – Sunday for 5 hours. Each additional hour is \$200.00. Requires a **\$200.00 non-refundable deposit**. No personal checks.
- b) Make Cashier check or money order payable to City of Memphis Division of Park Services. No personal checks.
- c) **Agreement holders are responsible for ALL clean up after each event and correcting all damage(s) relating to any event.**
- d) Nails, screws, tacks, staples, pins, or tape of any kind may not be used on any wall surface.
- e) Caterers are responsible for all materials and personnel brought into the facility. The Links of Whitehaven is not responsible for the safekeeping of any catering equipment remaining after an event.
- f) The event organizer will hold harmless the City of Memphis, the Division of Park Services, its employees, volunteers and agents from any and all claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, directly or indirectly, from the organization's use of Park Services' property described in this Rental Agreement and any claims, damages, costs and attorney fees arising from any failure of the agreement holder, its officials, officers, directors, employees, volunteers and agents to observe applicable laws, ordinances, rules and regulations.
- g) This Agreement will be governed, construed and enforced according to the laws of the state of Tennessee. Accordingly, the parties to this Agreement submit to and understand that any and all actions shall be instituted and litigated in the courts of the State of Tennessee located in Shelby County, Tennessee and no other.
- h) Rental Agreement Holder must adhere to all laws, rules, regulations, and policies as set forth by the City of Memphis, the Division of Park Services, the county of Shelby, the State of Tennessee and the Federal Government, Rental Agreement Holder agrees that no unlawful use or acts are to occur on the Premises. Misconduct on the part of the participants will be grounds for terminating rental immediately and the fee(s) will be forfeited.
- i) No modification of this document shall be valid unless in writing and signed by an appropriate Park Services' Representative.
- j) The individual executing this document on behalf of the event organizer affirms that he/she is authorized to do so.

Signature : \_\_\_\_\_ Date: \_\_\_\_\_



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## RENTAL AGREEMENT

Thank you for selecting The Links at Whitehaven as the site of your next event. We look forward to helping you make this a successful event

A deposit is required in order to reserve a date. Please read and sign the following agreement.

**GROUP NAME:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **or** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_ **Day:** \_\_\_\_\_

**RATE:** \_\_\_\_\_ **Deposit:** \_\_\_\_\_ **Balance:** \_\_\_\_\_

**Event TIME:** \_\_\_\_\_

### **ADDITIONAL NOTES:**

1. 18 round tables and chairs. Seating for approx.150 people. Also 6 six ft. long buffet tables.

### **GUIDELINES**

1. This agreement must be signed and returned promptly.
2. Final payment will be due on day of event. A deposit is required at time of booking.
3. I understand that our group will be held responsible for any damages to The Links at Whitehaven.

\_\_\_\_\_  
(The Links at Whitehaven Representative) (Date)

\_\_\_\_\_  
Lessee Name : (Date)