

Pekoe & Bean Event Space Rental Agreement

OWNER: Pekoe & Bean, 17028 Oak Park Avenue, Tinley Park, IL 60477

RENTER: _____

PHONE NUMBER: _____

EVENT DATE: _____

START TIME: _____ END TIME: _____

EVENT DESCRIPTION:

FEE: _____

This Event Space Rental Agreement (Agreement) is between Pekoe & Bean (Pekoe), and the client identified (Renter) by the signature of this Agreement. By signing this agreement the Renter agrees to and will adhere to the stipulations, policy and procedures as outlined in this Agreement. This Agreement sets forth the terms and conditions upon which Pekoe will provide event space and services to the Renter. Renter acknowledges and agrees to be legally bound by all provisions set forth in this agreement. The terms and conditions of this Agreement between the Renter and Pekoe are effective for the term commencing on the date signed and will expire once both parties have fulfilled the Agreement. This Agreement supersedes any agreements, written or oral, as to the subject matter hereof.

The purpose of this document is to inform the individual or group renting event related spaces within Pekoe about the stipulations, policies and procedures of Pekoe & Bean. Adhering to these policies and procedures will allow the best possible use of the facility and services during your event. To ensure a quality experience during the planning process and the event, please review this agreement in its entirety. If you have any questions regarding the stipulations, policies or procedures of this Agreement, please contact the Event Host at Pekoe & Bean.

Agreement Stipulations

The Renter shall pay Pekoe & Bean the rental fee to reserve the space. The reserved date is not guaranteed until this Agreement has been signed and the fee has been received.

Cancellation

If Renter cancels their reservation 1 month (30 days) or more prior to the Renter's reserved date, 100% of the fee will be refunded in form of original tender. If the rental is canceled between 14 and 30 days from event date, 100% of rental fee will be refunded as a Pekoe & Bean gift certificate. Cancellation between 8 and 13 days from date, 50% of rental fee as a Pekoe & Bean gift certificate.

If the cancellation takes place less than one week before, the fee will be kept in total.

Pekoe & Bean allows one (1) reschedule of event date, more than two weeks prior to the original scheduled event; without penalty. A new contract must be signed for the new date.

Pekoe & Bean shall not cancel this reservation except for reasons beyond its control, in which case Owner shall refund to Renter the full amount paid by Renter in connection with this Agreement.

Capacity

Capacity for the spaces will vary based on the room. No event should exceed the occupancy load specified for each room. (8 for Birch; 20 for Magnolia; 60 Entire Restaurant). Pekoe & Bean will partner with the Renter to create the desired layout/plan for an Entire Restaurant event. However, the final decision of the layout/floor plans for an event is the responsibility of Pekoe & Bean.

Food

Our Afternoon Tea service is provided for each adult and child guest. The menu changes seasonally; please check with Pekoe & Bean for specifics for your event. Slight changes may be made for dietary restrictions. These modifications must be made more than one week in advance with Event Host.

Entire Restaurant rentals have the choice between Afternoon Tea service (up to 40 guests) or buffet service. Buffet menu must be finalized with Event Host more than one week prior to the event.

Third Party Vendors

Any third-party vendor or supplier providing services or equipment to the Renter must be approved by The Tea Room prior to the event, and must provide an applicable Certificate of Insurance one month prior to the event. These vendors include but are not limited to event planners, decorators, florists, and photographers.

Decoration Restrictions

- Tape, nails, tacks or any other adhesives are prohibited on the walls, ceiling, painted surfaces, columns, or windows.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems
- Adhesive-backed decals or stickers are prohibited.
- Glitter, confetti, and similar items are prohibited on the premises.
- Fogging or misting machines are prohibited on the premises.
- Furniture or objects may not be moved or handled by anyone other than The Tea Room staff.
- Pekoe & Bean reserves the right to exclude decorations and/or displays which, as determined in the sole discretion of Pekoe, might affect, deter from or destroy the existing décor of the Tea Room.

Access and Time Parameters

The Entire Restaurant will be available for set up 30 minutes prior to your rental time. Birch and Magnolia access begins at scheduled rental time. Additional charges may apply for special set ups, set up times, and special china requests.

Right of Refusal

Pekoe & Bean reserves the right to deny the use or the continued use of its facility (to include termination of the event) to any person or organization (catering companies, décor companies, etc.) not complying with Pekoe’s stipulations, policies and procedures.

Renter:

Pekoe & Bean Event Host:

(Printed)

(Printed)

(Signed)

(Signed)