



COMMUNITY CLASSROOM RENTAL AGREEMENT

Cook Something Up In Our Spacious Community Classrooms:

You may not know about this special space—and we want to change that, as we built our Community Classroom with you and the community in mind. Whether you want to put on a demonstration, class, event, lecture, cook lunch for your board members, or just use our space to meet with your group, our Westside and Half Moon Bay classrooms are the perfect venue.

Rental Fee: \$35/hr.

The rental fee includes use of space and the following:

- AV Equipment: television, projection screen, audio/speaker options & Westside offers video projection of cooking demonstration
- Culinary Equipment: pots, pans, plates, silverware, glassware, spices and oils.
- Furniture:
 - Westside: 8 movable tables and 20 chairs
 - Half Moon Bay: seating and tables for 30
 - Pleasanton: seating for 20 people

Payment:

Full payment for the class is due at **least seven days prior** to event start date. Check or credit card payments are accepted.

Cancellation Policy:

Cancellation is required at **least seven days prior** to event. With less than seven days in advance, if event is cancelled, the rental fee is non-refundable.

Capacity:

Half Moon Bay: Seating and tables are available for 30 occupants. Standing room capacity is 48 people.

Westside: A maximum of 20 occupants with tables is allowed.

Pleasanton: Seating in the Juice Bar area for 20 occupants.

Other arrangements can be made to accommodate your needs on a case by case basis.

Insurance:

All subcontractors must carry their own liability insurance. Medical professionals are required to maintain professional liability insurance with a minimum coverage of \$1,000,000.00. In the event a subcontractor's liability insurance expires, is revoked or fails to be provided, the subcontractor understands that does not remove them from responsibility or liability for incidence that may arise out of the course of their work with New Leaf Community Markets.

Setup Responsibilities:

- Renter is responsible for set-up of furniture, AV equipment, and culinary preparatory work as needed
- A New Leaf service person and/or manager will be available for your assistance if previously requested
- When you arrive, please **sign in** with the Store Manager/ Assistant Manager or the Community Education Coordinator

Cleanup Responsibilities:

- Clear and wipe down tables and countertops
- Turn off all electronics and appliances



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- Clean dishes, either in dishwashers or sink
- Take all leftover food
- When you leave, please **sign out** with the Store Manager/ Assistant Manager or the Marketing Coordinator

Food & Beverage Rules:

- Alcohol is prohibited in the Half Moon Bay Community Classroom but may be served in the Westside Community Classroom.
- Only food and alcoholic beverages purchased from New Leaf may be brought into the Community Classroom. You may pick up prepared foods or groceries in the store prior to the meeting.
- New Leaf's catering services are able to prepare a wide range of delectable food options for your group, from snacks and hors d'oeuvres to complete platters. Place catering orders 48 hours prior to your event, you can view our catering menu in-store or online at www.newleaf.com

Rental Hours:

The room is available for use beginning at 8am and must be cleaned-up vacated by 8:30pm. Renters may be charged for any additional time spent in the classroom outside the agreed hours.

Procedure:

1. Submit signed copy of Rental Agreement.
2. Preliminary meeting with Store Manager/Classroom Coordinator a minimum of one week prior to event.
3. Payment **due in full seven days prior** to event.
4. Check in with Store Manager/Classroom Coordinator upon arrival on day of event and initial the **sign in** sheet.
5. Clean-up Community Classroom after use.
6. Debrief with Store Manager/Classroom Coordinator after event and **sign out**.

Promotion:

If you plan on promoting your event:

- All press announcements, calendar listings, flyer/posters that include any reference to New Leaf Community Markets need to be reviewed by New Leaf prior to use to insure consistency without brand standards. Please submit to: marketing@newleaf.com.
- Any public posting related to an event for the rental of the Community Classroom must include this disclaimer in print: "Goods, services or opinions expressed are those of the renter and not necessarily those of New Leaf Community Markets." Any violations or noncompliance with this policy will result in forfeiture of future rental privileges.
- When promoting your event using your own website, e-newsletter or social media, refer to the venue as New Leaf Community Markets and Community Classroom.
- Renter is responsible for promoting their own event. New Leaf Community Markets is not responsible for listing renters events in any of the company's materials in store or online.

New Leaf Community Markets will evaluate the use of the Community Classroom and reserves the right to refuse rental to any group. The user agrees to indemnify New Leaf Community Markets for property damage and to reimburse New Leaf Community Markets for any expense incurred by, at or in consequence to use of the facilities of the Community Classroom; to hold New Leaf Community Markets, its agents or employees, harmless from any and all causes of action, claims or damages arising out of the use of the facilities by any person permitted upon the premises of the Community Classroom by the patron; to provide liability insurance in amounts sufficient to protect New Leaf Community Markets; and to abide by the regulations stated above regarding the use of the facilities.



Contact Person: _____

Group Name: _____

Address: _____

Telephone: _____ **Email:** _____

Planned Activity/ Class: _____

Date(s) Requested: _____

Time: From _____ To _____

Expected Attendance: _____

Payment:

Rental fee: \$35/hour Classroom Rented: _____ hours

How to Pay: Please come into the store and pay rental fee at the register (PLU 5101)

The signature below indicates that the rental applicant has read and agrees to comply with New Leaf Community Market's Community Classroom Rental Agreement.

Applicant Signature: _____ **Date:** _____