



Day 7 Venue Use Agreement

This agreement for the use of The Day 7 Venue is made _____ [Today's Date] between **Day 7, Inc.**, hereafter referred to as the "Owner", and _____ [Event Point Of Contact] of _____ [Name Of Organization], hereafter referred to as the "User".

Whereas, User desires to temporarily borrow, occupy, and make use of the Owner's Venue, located at **The Coach House (The 2nd Level), 2315 Abbott Martin Road, Nashville 37215** and known as **Day 7**, hereafter referred to as the "Venue", and **Whereas**, the Owner agrees to such borrowing, occupation, and use in consideration of covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

I. EVENT DESCRIPTION

The User shall have access to and use of the venue from _____ [Time CST] to _____ [Time CST] on _____ [Date], for the purpose of hosting the User's _____ [Name of Event] event; with a maximum attendance of _____ event guests. Owner shall provide User access to door codes, wifi and password, and other items necessary to give User such access no later than 1 week before the event.

ADDITIONAL EVENT DAYS/TIMES (Complete if applicable)

_____ [Time CST] to _____ [Time CST] on _____ [Date]
_____ [Time CST] to _____ [Time CST] on _____ [Date]
_____ [Time CST] to _____ [Time CST] on _____ [Date]

II. VENUE RESERVATION

The User will complete a Calendly request at <https://calendly.com/day7events> in order to reserve a spot on the Owner's event calendar. The User understands that venue reservations are only valid if a Calendly request and the *Day 7 Venue Use Agreement* is signed, submitted and received by Candace@Day-7.org at **least 2 weeks** before the day of the event.

III. VENUE USE FEE

The amount for the use of the Venue described in Paragraph I. above shall be any amount that the User would like to give. The User can submit their venue cost fee on the Day 7 website at <https://www.day-7.org/venue> or by check; and is due 1 week before the day of the event. Please indicate amount here: _____.

IV. DEPOSIT

The User shall submit to the Owner a Non-Refundable Venue Use Deposit (**\$50 minimum**) at the time of the submission of this venue use agreement. This is a non-refundable deposit.

V. ADDRESS

The Coach House (The 2nd Level), 2315 Abbott Martin Road, Nashville 37215

VI. ACCESSIBILITY

User is aware the Venue is limited to **stairs-only access**.

VII. VENUE CAPACITY

The maximum occupancy of the Venue is **36**. User is responsible for maintaining an event guest count no larger than the maximum capacity.

VIII. ONSITE RESOURCES

The following are available for use at the User's event for no additional cost.

- *Tech Guide & Seating Chart Guide*
 - (Located online at: <https://www.day-7.org/venue> and in the orange *Day 7 Venue Use Guide* folder on the podium)
- TV
- HDMI Cable / USB-C Adaptor
- Whiteboard
- Coffee Station: Coffee / Hot Tea / Sweeteners & Creamers / Water
- Microwave
- Half-Bath with Shower

IX. PARKING

Please park on the side grass area to the right of the driveway unless there is or has been recent heavy rain, in which case please park on the driveway

X. VENUE OPERATION

The User is responsible for the arrangement and rearrangement of the space unless otherwise requested. At the end of use, the Venue is to be restored as found. The User must ensure the *Day 7 Venue Use Checklist* is completed before leaving at the end of their event. (The checklist is located in this agreement, online at: <https://www.day-7.org/venue>, and in the orange *Day 7 Venue Use Guide* folder on the podium).

Day 7 Venue Use Checklist

User must ensure the following before leaving the Venue:

1. Return all furniture to its original location
2. Wipe down the bathroom with the disinfectant wipes provided in bathroom caddy
3. Make sure all trash is placed in a trash can / recycling in blue trash can
4. Spot sweep / vacuum where necessary
5. Wipe down all used surfaces with disinfectant wipes located by coffee bar
6. Discard coffee grounds pour out / rinse coffee pot
7. Ensure the coffee pot is switched off
8. Return thermostat to its original setting (Heat: 62 / cool: 78)
9. Return any borrowed items/tech items to their original locations/settings
10. User must notify a Day 7 staff member when leaving the building at the end of their event.
11. Return the orange *Day 7 Venue Use Guide* folder on the podium

XI. RESTRICTIONS

Smoking or use of tobacco products is not permitted inside the Venue or anywhere outside on the property. Neither are alcohol, drugs, firearms or pets allowed on the property. Rearrangement of the pews, shelves, chest, coffee station is not permitted. Rearrangement of the furniture in the office half of the Venue is not permitted. Please note that the cabin adjacent to the Venue building, along with the 1st floor of the Venue building, is private property and is off limits to the User and event guests.

XII. LIABILITY

The Owner can assume no responsibility for property (owned, rented or personal) that is brought onto the premises for events. The Owner can assume no responsibility for the User and or any event guests that are invited by the User onto the premises for their event.

The User will be liable for their event guests. User will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of User or any of User's guests while User is in control of the Venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from User's use of the Venue.

XIII. DISPUTES:

Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction. In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

The User understands the policies concerning events held at Day 7's Venue. The User agrees to follow these policies as stated herein, and will do their utmost to see that their event guests understand and follow these policies.

The User understands the venue is not officially booked until this *Day 7 Venue Use Agreement*, and a Calendly request with \$50 deposit are turned in to Day 7; and the *Day 7 Venue Use Agreement* is approved and signed by the Owner, and returned to the User by email.

User Signature	Owner Signature
	<i>Candace Surface</i>
User Printed Name	Owner Printed Name
	Candace Surface
User Email	Owner Email
	Candace@Day-7.org
User Phone Number	Owner Number
	615.319.0274
User Organization Address	Venue Address
	2315 Abbott Martin Road, Nashville 37215

We want to make your event a wonderful experience here at Day 7 and are grateful for your cooperation!