



Above the Game LLC
DBA ATG Escape Room
1430 Willow Pass Rd
Concord CA, 94520

BOARDROOM RENTAL AGREEMENT

Above the Game LLC, DBA ATG Escape Room hereafter listed as ATG Escape Room

The maximum occupancy of the ATG Escape Room's Boardroom is 35 people.

Terms

Room rental shall be on a first come, first served basis once the rental agreement is on file. Room rental that remains unpaid within 8 days of the event may be canceled and rescheduled. Room availability is Monday-Sunday 8:00 am - 10:00 pm. (dependent on management approval).

ATG Escape Room reserves the right to terminate any contract as we see fit for any reason.

All individuals and/or businesses must complete a room rental agreement form Payment is due at least 8 days prior to the Boardroom use.

Cancellation must be done in writing (email is acceptable if confirmation received) 8 days prior to the scheduled event, or the renter will be penalized for 25% of the total fee or 100% of the rental fee if less than 4 days notice is given.

The Boardroom has one large oval table that seats up to 15. If additional tables and chairs are required please advise us to see if can accommodate your requirements.

ATG Escape Room is completely smoke-free in all areas inside the building.

Audio visual requirements will be set up by staff to your specifications, which will be included in your rental fee without incurring extra charges. **Some restrictions apply*

Events may be held during the hours specified above at \$120+Tax per hour (Min 1 Hour).

Rental hours that fall outside our normal operation hours will have an additional charge of \$40.00 an hour (additional charges are at the discretion of ATG Escape Room Management).

Renters will be provided a staff person to assist with setup, tear down, and securing the building.

ATG Escape Room can provide a list of caterers in the area or you may provide your own catering/takeout option if you would like to serve Breakfast, Lunch, Dinner or just refreshments.

If you want to use a food truck then it is up to you to check if the vendor possess the proper permits prior to your event.

Regulations

Renters are responsible for any damage to the facility and/or contents, flooring, walls and fixtures. All damages must be reported to an ATG Escape Room staff member immediately for safety reasons.

The room must be left in the same condition you found it, if the room is left in a complete mess and requires more than normal cleaning then a Room Clean-up Fee of \$100.00 or the actual

cost of cleaning, whichever is higher, will be charged to the credit card on file and notice will be given to the group.

The renter holding the event assumes responsibility for any damage to rooms, contents of equipment used and will be charged for any necessary repairs or replacements.

Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures that will cause damage or the need to repair the areas where items were attached.

All Audio/Video Equipment supplied must be handled with care and turned off when not required.

It is understood that ATG Escape Room is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility.

The renter agrees to release indemnity and hold ATG Escape Room harmless of any such damages.

ATG Escape Room is a drug and smoke free facility (Including Electronic Vapor Devices & Smokeless Tobacco).

If alcohol is consumed on the premises, the renter assumes full responsibility, ATG Escape Room will not be held liable.

Additional Fees

The kitchen may be used to store food and beverages at no charge. Equipment available for use includes a refrigerator/freezer, microwave, coffee maker

Overstay Fee of \$80.00 per hour applies to those rentals that are booked to end when your contract specifies. If the renter stays past the contract time, this fee will be charged unless waived by ATG Escape Room Management at their discretion (Note sometimes it is not possible to overstay due to other scheduled events) Please ask ahead of time if this may be an issue.

Room setup Instructions: (please indicate if you require a specific set up):

Available equipment (please circle what you will need):

TV/Monitor Projector Dry erase board Microphone Webcam

By signing and returning this form the renter hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the renter may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.

Renter's Signature : _____ Date : _____

Renter's Name : _____ (Please Print)

Signature : _____ Date : _____

ATG Escape Room's Representative : _____(Please Print)

The form must be returned as soon as possible in order to confirm your meeting room date and time.
Return completed form to:

info@atgescaperoom.com (email - preferred)

Above the Game LLC,
DBA ATG Escape Room
1430 Willow Pass Rd Concord, Ca 94520