



Meeting Room Rental Agreement

Located in Historic Downtown Franklin, Tennessee, The Orchard House is a creative meeting space for organizations to gather and grow. Whether you're looking for a space to host your next retreat, brainstorming session, team training, presentation, or meeting, or a space to call home for a day, week or month, The Orchard House is designed to be the ideal environment to help you and your business flourish.

Space:

GROW Conference Room

The GROW Conference Room is an ideal space for larger brainstorming sessions, group trainings, or team meetings. The room includes a 6-foot dry erase board and a 55-inch flat screen TV with video-conferencing capabilities. Our Ping-Pong conference table can comfortably seat 12 (or 2-4 Ping-Pong players).

- Ideal for teams of 8-12
- Flexible Date & Time Usage

Rates:

Space Rental Only:

_____ Hourly (2-hour minimum)

_____ Half day (4 hours)

_____ Full day (4 hours)

Space Rental with Green Apple led session(s):

_____ Marketing Strategy Session

This session includes:

- GROW Conference Room with all amenities (Full Day)



- A Half-Day Marketing Strategy Session
- A Comprehensive Digital Audit
- A Full SEO Analysis Including Keyword List and Competitor Ranking Report
- 12-Month Marketing Strategy

_____ Content Marketing Session

This session includes:

- GROW Conference Room with all amenities (Half Day)
- A Two-Hour Brainstorming Session
- SEO Keyword Analysis and Recommendation
- Content Marketing Messaging Matrix

_____ Website Strategy Session

This session includes:

- GROW Conference Room with all amenities (Half Day)
- A Two-Hour Brainstorming Session
- Website Site Map and Homepage Wireframe
- Content Outline and CMS Recommendation
- Design and Development Cost Estimate

*Custom Full Day Facilitation with Session(s) available upon request

_____ Lunch & Learn

This session includes:

- GROW Conference Room with all amenities (Half Day)
- A One-Hour Brainstorming Session
- E-Book for all participants
- Box Lunch for up to 12 attendees



Meeting Space Rental Includes:

- 55-inch flat screen with Apple TV and video conferencing capabilities
- Rooms equipped with whiteboards for brainstorming
- High-Speed Internet Service
- Frothy Monkey Coffee & Filtered Water
- Outdoor Eating & Relaxing Space
- Full Kitchen & Bathroom
- Free Parking
- On-Site Concierge
- Catering coordination

The following are available upon request for an additional fee:

- Brainstorming kits
- Marketing E-books & Guides
- Breakfast, lunch and/or snacks



MEETING ROOM POLICIES

The following policies are set forth for rental of meeting space at The Orchard House and Group agrees to abide by these policies.

Rental Procedure:

All room rental fees must be submitted with signed Meeting Room Request Form and Meeting Room Rental Agreement and Contract to reserve the meeting space.

Cancellations:

No penalty if written notice is provided two weeks prior to meeting date. Cancellation less than two weeks will be assessed a 25% administrative fee. No refunds if cancellation is less than one week from scheduled function. A full refund, less applicable cancellation fees, will be mailed to Group upon cancellation.

Room Set-up:

Fees include Standard setup of flat screen smart TV, a 108 inch by 60-inch conference table/Ping Pong table with 12 chairs, lounge area with 2 chairs, Audio/Video conferencing equipment with camera and Apple TV, Frothy Monkey coffee, filtered water, full kitchen, full bath and outdoor seating featuring 2 picnic tables and 4 adirondack chairs. Any change from standard set-up is an additional \$100 charge.

Group may not bring their own AV equipment or order from an outside vendor.

Clean-up:

Group is responsible for the cleanliness of meeting facility upon conclusion of meeting; a clean-up fee of up to \$100 will be assessed if meeting space is not returned to its original state.

- Chairs and tables must be straightened and returned to original position
- No used materials or trash to be left in meeting rooms



- All used paper, plastic ware; bottles and cans must be place in trash receptacles
- Leftover food must be placed in trash receptacles located outside of the Orchard House.
- Group may order from an approved caterer list or may bring in food.
- No smoking in or around rental facility.
- No Candles
- Serving of Alcohol must be approved prior to contract signing.

CONTRACT

Group assumes all risk of, and agrees that The Orchard House shall not be liable for any damage to property or injury to or death of any persons including, without limitation, Group or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about the Green Apple Strategy, LCC and The Orchard House premises from any cause except where such damage or injury arises out of the gross negligence of The Orchard House.

Further, Group shall fully indemnify and hold Green Apple Strategy, LLC and The Orchard House and its respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability (including, without limitation, all expenses of litigation, court costs, and attorney's fees) for any injury or death to any person, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the



performance of, or failure to perform by, the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Group's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

Group assumes all responsibility for repair and restoration in the event of damages caused by the Group or their invitees. Group agrees to be, and is, responsible for ensuring that the meeting, including the layout of the meeting room and any equipment and/or other item used in connection with the meeting and/or the Group function, is not ADA accessible and compliant. Group also agrees to comply with each and every term and provision of The Orchard House Rental Agreement, which is incorporated into and made part of this Contract as if fully set forth herein.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY GREEN APPLE STRATEGY, LLC AND THE ORCHARD HOUSE POLICIES AND AGREEMENT AND THIS CONTRACT.

Group_____

Signed_____Date_____

RETURN A SIGNED COPY OF THIS AGREEMENT AND PAYMENT TO:

Check:

Green Apple Strategy, LLC, 223 4th Avenue North, Franklin, TN 37064

PayPal:

Samantha@GreenAppleStrategy.com

YOU WILL RECEIVE BOOKING AND PAYMENT CONFIRMATION BY EMAIL.