

HILLSIDE

610 East 4th Street
Duluth, MN 55805



DENFELD

4426 Grand Avenue
Duluth, MN 55807

CLASSROOM RENTAL AGREEMENT

Whole Foods Co-op (WFC) has classroom spaces that may be rented for public use if there is no conflict with the ENDS Statement or Food Policies of WFC. The priority use for these spaces is for WFC public classes, staff education, and WFC meetings and events.

Rental reservations are subject to the following requirements:

- Approval by the Marketing Manager or, in their absence, the General Manager.
- Reservation request received thirty (30) days in advance of the event/reservation.
- WFC's ability to provide a classroom host for the duration of the rental plus 1/2 hour set-up and 1/2 hour clean-up following the rental.
- Available hours of 8 AM to 8 PM daily.
- WFC's receipt of a 50% deposit and issuance of a WFC confirmation email.

Classroom Rental Cost

- \$25.00/hr for Non-Owners
- \$15.00/hr for Owners in good standing
- Use of kitchen equipment is an additional \$10.00. Please notify us prior to event what needs are.
- Instructors or chefs provided by WFC are available for \$20.00/hr plus the cost of any extra materials, contingent upon instructor availability. If an instructor is needed from outside WFC, the cost will be that instructor's going rate for their time, plus the cost of any extra materials necessary.
- A 50% deposit of the classroom rental fee must be paid prior to the time that the classroom reservation is confirmed.
- Any purchase of product at WFC for consumption at the event will be credited, at retail cost, for no more than 50% of the rental cost.
- Upon receipt of a completed Rental Agreement and 50% deposit, WFC will confirm the reservation.
- Deposits are non-refundable unless cancellation occurs at least 72 hours prior to rental.

Classroom Rental Agreement

- Approval of a Classroom Rental Agreement is subject to availability of the space and timely compliance with all restrictions noted herein.
- A representative of the group renter (Group Contact) must be at WFC and checked-in at the Customer Service Counter at least 15 minutes prior to the event/meeting.
- **No outside Food/Beverages Allowed.** Only food or beverages purchased at WFC will be allowed in the classroom.
- No excessive noise (e.g., band practice).
- The Group Contact will be held liable for any damage to WFC property.

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Classroom Rental Agreement (Continued)

- If more than 20 people will be in attendance, pre-approval by the Marketing Manager or, in their absence, the General Manager is required.
- All electronic and/or printed materials are the responsibility of the renter.
- If available, a projection screen may be provided by WFC with prior notice.
- Renter must be at least twenty-one (21) years of age. If the group includes minors, chaperones will be required, based on the size of the group and ages of the participants and subject to pre-approval by the Marketing Manager or, in their absence, the General Manager.
- WFC assumes no responsibility for and will not be held liable for damage to or caused by equipment brought in by the renter.
- WFC purchases for the meeting, including Special Order items, will be paid for prior to the meeting.
- Special Order purchases for the meeting are subject to WFC special order and return policies.
- No smoking is allowed anywhere in WFC's buildings or within 25' of any exit.
- No alcohol or drug use is allowed anywhere in WFC's buildings.
- Recycling and composting containers are available in the classroom. In compliance with WFC Policies, composting and recycling will be practiced by attendees.
- The classroom will be returned to its original state by the renter (see attached Classroom Cleaning List).
- The classroom kitchens are not licensed for food production for resale; no cooking for resale may be done in this space.
- There will be no solicitation or marketing to WFC staff while on WFC premises.
- No retail or wholesale sales may occur at scheduled meeting/events.
- Attendees may park in WFC's designated parking lots.
- Failure to comply with any section of this agreement may result in the Group and/or Group Contact being denied future use of this space.

Hillside Location

- Attendees are limited to the classroom, restrooms, and the employee vestibule of the lower level of the store. The classroom host will be monitoring and escorting (as needed) attendees on WFC's lower level. Attendees that trespasses in administrative, operational, and/or back stock areas may be asked to leave the building.
- The renter is encouraged to schedule designated break times for bathroom use, etc. Attendees at the Hillside store are expected to use the lower-level restrooms.
- Attendees may park in WFC's designated parking lots.-(NOT in Essentia Lot 16) Attendees may buzz for entry through the glass door on the lower level nearest 6th Avenue East.

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WHOLE FOODS CO-OP CLASSROOM RENTAL AGREEMENT

Name of Group: _____

Name of Renter/Group Leader: _____

Address of Renter: _____

Renter Phone: _____

Renter E-Mail Address: _____

Member Number of Renter _____

Classroom Space Requested: (Circle One) Denfeld Classroom Hillside Classroom

Date of Meeting: _____

Time Meeting Begins: _____ Time Meeting Concludes: _____

Description of the proposed use of WFC classroom and an anticipated number of attendees: _____

I have read and agree to all the terms and conditions of the attached Classroom Rental Agreement:

Renter Signature

Date

Please Note: Classroom Rental Agreement is not final until this agreement is received by WFC and the rental is confirmed via email or telephone by any Marketing staff member, or in their absence, by the General Manager.