April 18, 2016

Tarvia Watson

Beyond The Cinema

1234 Airline Rd

Arlington, TN 38002

Dear Tarvia,

As discussed, here is a preliminary business agreement letter between Kimmy’s Kookie Rounds and Beyond The Cinema. Kimmy’s Kookie Rounds unanimously agreed to lease and operate a cookie foodservice inside the food court of Beyond The Cinema.

Below are tentative terms of the business agreement. Initial each one of the terms, sign and date the bottom, and return to me. Feel free to jot notes directly on this letter or attach them. Once we receive your signature we will prepare a formal contract.

**Preliminary Business Agreement**

\_\_\_\_\_ Kimmy’s Kookie Rounds will lease a food space inside Beyond The Cinema for 1 year at a rental fee of $500 per month for the first 6 months, and $700 per month for the next 6 months. Lease will be negotiated yearly.

\_\_\_\_\_ Kimmy’s Kookie Rounds is responsible for the hiring of its own staff, providing all food and materials for the successful running of the business.

\_\_\_\_\_ Beyond The Cinema will be responsible for all maintenance and repairs to all areas of the foodservice lease space.

\_\_\_\_\_ Employees nor outside vendors, contractors or specialists are allowed to work on equipment or facilities of Beyond The Cinema.

\_\_\_\_\_ Kimmy’s Kookie Rounds will be open for business inside Beyond The Cinema during Beyond The Cinema’s normal operating days and hours the facility is open.

\_\_\_\_\_ Kimmy’s Kookie Rounds will be allowed access to the facility 24 hours a day through the private kitchen entry back doors.

\_\_\_\_\_ The owner or a manager of Kimmy’s Kookie Rounds must be on site during operating and nonoperating (prep products, accept deliveries, train employees) hours.

\_\_\_\_\_ Kimmy’s Kookie Rounds employees will not be allowed in Beyond The Cinema facility while the business is closed. Kimmy’s Kookie Rounds employees must use restrooms located inside the kitchen facilities corridor when Beyond The Cinema is closed.

\_\_\_\_\_ Kimmy’s Kookie Rounds will provide Beyond The Cinema with free promotion at its establishment on Airline Road for a period of one year.

Promotion will include, but is not limited to:

\_\_\_\_\_ Word of mouth referrals to Kimmy’s Kookie Rounds customers, on Airline Rd, about Beyond The Cinema.

\_\_\_\_\_ Allow one Beyond The Cinema sign to hang in the storefront window on Airline Road that does not exceed 8 ½ by 11 ½ inches in size.

\_\_\_\_\_ Beyond The Cinema flyers and business cards will be placed on the store counter on Airline Road.

As stated, if this preliminary business agreement is acceptable return it to me at your convenience.

Best Regards,

Kimberly Williams

Kimmy’s Kookie Rounds

4567 Airline Rd

Arlington, TN 38002

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 (signature) (date)

Tarvia Watson, Owner/Proprietor

Beyond The Cinema