



V E G A

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event date(s):

Set-Up Time:

Event Start Time:

Event End Time:

Event name

Number of guests:

Event details (For the best event pre-planning and production please provide, on page two, a detailed plan and desired schedule for specific times and aspects of your event).

Client(s)/Corporation:

Address:

City:

State:

Zip:

Contact:

Primary Phone:

Email address:

NOTE:

(1) Rental time is based on eight (8) hours, which is inclusive of load-in and load-out. Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 8 hours.

(2) A signed contract and date-hold deposit in the amount of 50% of the rental fee (per each 8-hour rental period) must be received to reserve your date(s) and time(s). The balance of your space rental fee is due upon signing contract.

(3) Miscellaneous costs, such as bar, catering, furniture, and equipment rentals are due immediately following the event

(4) Payments should be made to ASTRA VEGA, LLC. We accept cash, check, and major credit cards. A credit card authorization form is located on the last page of this contract.

(5) No refunds of the space rental fees will be paid 25 days prior to an event, as your agreement to rent VEGA on this date may cause the loss of additional bookings or business. Reserved food and beverage catering, along with rentals and/or purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation.

Acknowledged, agreed and authorized by:

Primary contact/renter: _____

Date: _____

Acknowledged and agreed by:

VEGA / ASTRA VEGA LLC: _____

Date: _____

Please initial and date the following:

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping VEGA a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES, a signed contract and date-hold deposit in the amount of 50% of the rental fee (per each 8-hour rental period) must be received to reserve your date(s) and time(s). The balance of your space rental fee is due immediately upon signing the contract. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

Contact/Renter Initials:

Date:

CATERING/BAR GUEST COUNT

Final guest count changes must be submitted at least ten 2 days prior to your event. No refunds will be given for reductions to the guest count ten 2 days prior to your event.

CAPACITY: 225 seated (theatre style) | 125 at table | 400 standing room only

The entire room is included in your rental.

SITE DECORATION: VEGA wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of VEGA rearrange and move any furnishings, including, but not limited to, artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items are to be used on our walls or floors. No glitter or foil (non-paper) confetti is allowed on site. Only low tack tape is allowed on our floors and wall. Any damage will be charged after your event.

CONDUCT: There is absolutely no drug use or smoking of any kind tolerated on premises. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage/youth events, such as talent showcases, underage individuals do not have in and out privileges, i.e. No Minor Re-entry. Conduct deemed disorderly at the sole discretion of VEGA or ASTRA VEGA LLC staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the event costs shall be made.

CANCELLATION: Date-hold deposit is non-refundable from 25 days prior to event. No space rental payments will be refunded.

Contact/Renter Initials:

Date:

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by VEGA. If there is an event prior to yours a timed delivery will be required. VEGA is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative. Limited storage is available upon request. Storage fees will be

applied to any items left overnight or beyond normal load-in/loadout times. This also applies to items left post event for shipment out via courier.

Note: it is not the responsibility of VEGA to ensure that pick-ups are scheduled and executed.

CLEANING, TRASH AND EQUIPMENT REMOVAL: VEGA will be in a clean condition prior to your event. All trash must be collected, properly bagged and removed by the renter or the caterer. All rental equipment must be removed immediately following your event.

CITY, COUNTY, STATE AND FEDERAL LAWS: Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, **NO EXCEPTIONS**. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. VEGA reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of VEGA or the safety of its staff, guests, or building contents.

ENTRY AND EXIT: Renter agrees that VEGA and ASTRA VEGA, LLC staff may enter and exit premises during the course of the event. A representative of VEGA will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. We will also be checking the bathroom, the overall premises, replenishing bathroom supplies, and will be available for questions or to respond to needs or issues that may arise at any time.

LOST AND FOUND: VEGA and ASTRA VEGA LLC take no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

PROMOTIONS AND COPYRIGHT: It is important to us that you have a fantastic and successful event. Should VEGA or ASTRA VEGA LLC be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. VEGA is our name/brand, please do not refer to it as "CLUB VEGA", "THE VEGA CLUB", etc. We are happy to provide professionally created images of our space for promotional materials. We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. A representative of VEGA and/or promotional materials and signage will be present at all events, and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative.

Contact/Renter Initials: Date:

CREDIT CARD

VEGA requires a credit card to be on file during the entirety of your event. Please complete and sign this form to authorize VEGA (ASTRA VEGA LLC) to make a debit(s) to your credit card listed below.

Once complete, please email to em@vegalicnoln.com. By signing this form you give VEGA (ASTRA VEGA LLC) permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize VEGA (ASTRA VEGA LLC) to immediately charge my credit account a date-hold deposit. Note: date-hold deposits are non-refundable. This payment is for my event on _____. Please note that the space rental fees balance will also be charged to this card immediately following your event. Bar, catering, equipment, furniture, and miscellaneous costs will also be charged immediately following your event. Any additional costs that arise after that date will be charged within two (2) days of your event. If you would like to use an alternative payment method (check, additional credit card, cash) for the space rental fees balance, bar costs, catering, equipment, furniture, and/or miscellaneous costs, please check here _____. Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address:

City, State, Zip:

Billing Phone:

Email:

Account Type (please circle): Visa MasterCard AmEx Discover

Cardholder Name:

Account Number:

Expiration Date: (dd/YY)

CVV2 Number: _____ (3 digit number on back of Visa/mastercard or 4 digits on front of AMEX)

SIGNATURE: _____

DATE: _____

I authorize VEGA (ASTRA VEGA LLC) to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is

for the event described above. I certify that I am an authorized user of this credit card and that i will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.