

The Venue Rental Agreement

1. Deposit

The client agrees to pay an initial, nonrefundable deposit related to the event booking at the time of booking. This deposit serves to hold the venue for the date(s) booked for the client. The rest of the fees for the final nonrefundable payment is due on the day of the event. In addition, the client will pay a refundable security deposit. This security deposit serves to cover any damage or additional costs that may occur during the duration of the client's rental period.

2. Date Change

In the event that a client needs to change the date of booking, we will make every effort to transfer the booking to the new date. Any additional expenses caused by the date change, including but not limited to, deposits and fees that are non-refundable and non-transferrable, are the client's responsibility. A client will have to change the date within six hours of booking, for it to be transferable without fee.

3. Payment

Payment can be made by wire transfer, cash, Zelle, Cashapp, or Venmo. In addition to the deposit and final payment, the client shall pay for any additional charges and costs that occurred within the rental period. (eg, cleaning, damage, services)

4. Cancellation

The client acknowledges that the event is being reserved for exclusive use. Accordingly, if the client cancels the booking prior to the event date, the client shall provide notice of cancellation.

- If cancellation is notified less than 7 days prior to the event date, the client is responsible for payment of 75% of the final contract price, which will be invoiced.
- Cancellation less than 7 days prior to the event date is *NOT* permissible. If cancellation is notified less than 7 days prior to the event date, the client will pay for the full amount of event rental.

5. Overtime

In the event that the client exceeds the agreed period of rental, an overtime charge will be charged to the client for the venue. The agreed period of rental includes load in, event time, clean up, and load out time. The overtime charge is 200% of the normal hourly rate charged.

6. Discount

If the client wishes to hold recurring events at the same venue, a discount may apply. If the event is booked for more than three times, a 15% discount applies.

7. Property Damage

The client shall be responsible for any and all property damage caused to the venue, facilities, and building where the event is booked. Including but not limited to structure, fixtures, walls, furniture, windows, whether caused by the client, guests, invitees, employees, third parties hired by the client during the event.

8. Wall Hanging Procedures

Any type of hanging procedures must be informed and approved by the venue prior to the event (additional charge may apply). Hanging procedures including nails or screws are *NOT* allowed.

9. Client's Property

Any property of client or client's guests brought to the facilities, prior or following the event, shall be at the risk of the client. The venue shall not be liable for any loss or damage of such property.

10. Use of Space

The client agrees that this agreement does not allow for exclusive use of any common areas of the facilities and venue, not agreed to in writing by venue to client.

11. Trash Disposal

The client and all of the client's vendors must remove all personal property from the venue at the end of the rental period. If any item or trash will be left with no prior arrangements, then the venue will arrange for removal and a fee will be charged to the client.

12. Alcohol

No outside alcoholic beverages may be brought into the event or facilities without written approval from the venue. All guests must be 21 years of age or older and IDs may be obtained and checked by the venue staff.

13. No Smoking

No smoking (cigarettes, e-cigarettes, and other smoking accessories) allowed inside the venue and all indoor common areas of the venue facilities.

14. Third Party Catering/Vendor

Outside, third-party vendors and food catering is permitted. Any third party catering and vendor hired by the client must be informed of the venue prior to the event and is required to sign an agreement.

15. Elevator

The elevator is to be used to access the event venue. The client understands that the elevator is one of the common areas of the event facility and agrees to use the elevator solely for the purpose of accessing the venue. Any damage to the elevator will be the client's sole responsibility.

16. Furniture

The client is allowed to bring outside furniture (eg. table, chairs) upon prior notice to the venue. Upon request, the venue will provide the client with furniture with an additional fee depending on the event type.

17. Liability

The client will be 100% responsible for the liability of guests at the venue for the duration of the rental. Storage will not be responsible for any injuries to the client, guests, invitees, employees, or third parties hired by the client during the rental period.