

SACRED HOUSE

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event Date: _____ Set-Up Time: _____ Event Start Time:

Event End Time: _____ Number of Guests Expected : _____

Event Name and Details:

Name and/or Company:

Address:

Email: _____ Primary Phone:

In Case of Emergency Contact:

NOTE:

- For events longer than 2 hours a signed contract and a non-refundable deposit in the amount of 50% of the total rental fee must be received to reserve your dates(s) and times(s). The deposit amount will be applied to your total rental balance.
- The balance of your space rental fee is due 7 days prior to your event.
- A \$150 incidental deposit will be charged the day of your event, depending on event type. Fee will be refunded within 48 hours, less any damages.
- A copy of your Liability Insurance (see INSURANCE section on page 2) is due no later than 72 hours prior to your event.

A *CREDIT CARD AUTHORIZATION FORM* is located on the last page of this contract, all guests **MUST** complete for incidental hold. A temporary hold will be placed the day of your event depending on the type of event. No refunds of the space rental fees will be paid within 5 days prior to the event, as your agreement to rent **Sacred Houses'** studio space on this date may cause the loss of additional bookings for business. **Number of hours requested for rental:** _____

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Acknowledged, Agreed and Authorized by

Primary Contract/Renter: _____ Date: _____

Acknowledged and Agreed by

SACRED HOUSE: _____ Date: _____

CONDITIONS AND RESPONSIBILITIES OF RENTER

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

DEPOSIT/RENTAL FEES

A signed contract and a non-refundable deposit of 50% (for events four (3) hours or longer) must be received to reserve your date(s) and time(s). The balance of your space rental fee, or the full amount for events less than 4 hours long, is due 7 days prior to your event, unless other arrangements have been made with a representative of **Sacred House**. Depending on your event, a \$150 incidental deposit will be charged the day of your event to cover any possible damages to our space. The fee will be refunded within (48) hours, less any damages unless discuss. Any additional costs that arise, due to damage of studio property or other, will be due within two (2) days after your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

DAMAGE TO **SACRED HOUSE** PROPERTY

Renter assumes the responsibility to compensate **SACRED HOUSE** for any damages to **SACRED HOUSE** property during the event. _____ (Initial)

FLOOR DAMAGE The Renter acknowledges and understands that water spilled on the floor of the studio space must be cleaned up immediately to prevent warping and damage to the floor. The Renter understands and assumes the responsibility of replacing and/or repairing any damage to the floors after usage regardless of personal cost to the renter. The minimum fee is **\$50** per damaged panel. _____ (Initial)

MIRROR DAMAGE The Renter acknowledges and understands that the Mirrors are fragile and can be punctured and scratched. The Renter understands and assumes the monetary

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responsibility of replacing any mirror(s) damaged during the usage of the space. The Renter understands that individual mirror panels (8'x6') are valued at \$770 plus tax and freight shipping.

INSURANCE

Special Event Liability or Personal Liability Insurance is required of MOST renters and is due no later than 7 days prior to your event, unless other arrangements have been made or discussed with a representative of **Sacred House**. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring **SACRED HOUSE** owners, representatives, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 Million, and general aggregate liability of not less than \$2 Million. **SACRED HOUSE** shall be named as an additional insured of said policy. Any caterers and/or outside vendors, companies, and/or institutions **MUST** provide a copy of their Certificate of Insurance and Catering License to **SACRED HOUSE**, naming **SACRED HOUSE** as stated and will be delivered at least 7 days prior to event. **SACRED HOUSE** takes no responsibility of injuries to guests or property during your event.

LIABILITY

Renter agrees to indemnify, defend, and hold **SACRED HOUSE**, its landlord, building owners, officers, representatives, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by the renter, its employees, and agents of alcoholic beverages at **SACRED HOUSE**. In the event **SACRED HOUSE**, its landlord, building owners, officers, representatives and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay **SACRED HOUSE**, its officers, landlord, building owners, representatives and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by **SACRED HOUSE**, including all collection expenses and interest due.

CATERING AND FOOD STANDARDS

All catering and food brought into the rental space must be approved by **SACRED HOUSE**. There is no kitchen facility, such that food preparation is highly discouraged. Fully prepared food items, and pot-luck style events are highly suggested.

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Caterers and renters must remove all trash, composting and recyclables from the site as we do not have adequate facilities. All trash, including sorted recyclables and properly sorted compostable, must be collected properly bagged and removed by the cater or renter. Failure to remove or clean will result in additional fees to the renter. **SACRED HOUSE** encourages those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions and using our in-house caterer and cleaning staff to save time, stress and money. Initials: _____

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated time frame given by SACRED HOUSE. If there is an event prior to yours a timed delivery will be required. **SACRED HOUSE** 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 bubblewrap, 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/load-out times. This also applies to items left post event for shipment out via courier. Note: It is not the responsibility of SACRED HOUSE to ensure that pick-ups are scheduled and executed. Initials: _____

CLEANING, TRASH AND EQUIPMENT REMOVAL

SACRED HOUSE will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. **SACRED HOUSE** encourages those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. **All** trash generated by your event must be collected, properly bagged and removed by the renter. All rental equipment must be removed immediately following your event. Set-up / break down and cleaning ad-ons are available upon request. Initials: _____

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 facility at all times, **NO EXCEPTIONS** and no smoking, unless otherwise discussed and smoking and cleaning fee is paid. 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. **SACRED HOUSE** 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

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jeopardizing the rights, use permit, or insurability of **SACRED HOUSE** or the safety of the owners, guests, or building contents. Initials: _____

ENTRY AND EXIT

Renter agrees that **SACRED HOUSE** owners or their representatives may enter and exit premises during the course of the event. A representative of **SACRED HOUSE** will likely be on site during your entire event or a representative will be checking periodically with the responsible parties to ensure everything is running smoothly. Someone will always be available via phone for questions or to respond to needs or issues that may arise at any time. Initials:

LOST AND FOUND

SACRED HOUSE takes 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.

CANCELLATION POLICY

If the Client decides to cancel this rental agreement for any reason, they shall be entitled to a refund as follows:

a. Cancellation More Than 7 Days Prior to Event Date: If the Client cancels more than seven (7) days before the scheduled event date, they will receive a refund of the amount paid, less a cancellation fee equal to [deposit amount] of the total rental fee.

b. Cancellation Within 7 Days of Event Date: If the Client cancels within seven (7) days of the scheduled event date, the deposit shall be considered non-refundable, and the Client shall forfeit the entire deposit.

In the event that Sacred House needs to cancel this rental agreement for any reason, the Client shall be entitled to a full refund of all payments made to date.

If the Client wishes to reschedule the event due to a cancellation within seven (7) days of the event date, they may do so based on the availability of an alternative date within the next [3 months]. Any rescheduled event must take place within this timeframe. If the Client is unable to reschedule within this timeframe, they forfeit all fees paid.

PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should **SACRED HOUSE**

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be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. **SACRED HOUSE** is our name, please use it that form and that form only. We are happy to provide professionally created images of our space for promotional materials.

INITIALS: _____ **DATE:** _____

Credit Card Authorization

I _____ authorize **SACRED HOUSE** to immediately charge my credit account for either the non-refundable deposit (for events longer than 4 hours) or the full amount of my rental for my event that is less than 4 hours in duration. Note: Date-hold deposits are non-refundable. This payment is for my event on _____.

Please note that the space rental fee balance, if for an event longer than 4 hours or if the full balance was not already supplied, will also be charged to this card 6 days prior to your event. Any additional costs that arise after the date, such as fees due to damage or insufficient clean-up, will be charged within seven (7) days of your event.

I authorize **SACRED HOUSE** to charge the credit card indicated in this authorization form, or cash the check or cash I have provided, 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 or bank account (for a check) and that I will not dispute the payment with my credit card company or bank; so long as the transaction corresponds to the terms indicated in this form.

Customer Information:

Full Name: _____
Billing Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Credit Card Information:

Name on Card: _____
Credit Card Type: Visa MasterCard American Express Discover
Credit Card Number: _____
Expiration Date: _____ / _____
CVV/CVC Code (on the back of the card): _____

Amount to be Charged: \$ _____

Authorization:

SACRED HOUSE

I, _____, (the cardholder), hereby authorize Sacred House to charge the above-mentioned credit card for the total amount specified for goods or services as described below:

Description of Goods/Services:

By signing below, I acknowledge and accept the terms and conditions of this transaction.

Cardholder's Signature: _____ Date: _____

Please note:

1. This form authorizes [Your Company Name] to charge your credit card for the specified amount.
2. Your signature on this form constitutes a legal authorization.
3. You may be asked to provide a copy of the cardholder's identification for security purposes.
4. Your credit card statement will reflect the transaction as [Your Company Name].
5. You have the right to dispute unauthorized charges under the terms and conditions of your credit card agreement.

Please send the completed form to [Your Company Address], or you may email it to [Your Company Email Address].

For questions or concerns, please contact [Your Company Phone Number] or [Your Company Email Address].

****Please keep a copy of this form for your records.****

Equipment/Service Rental

Should you require it, Sacred House has a full inventory of equipment and services for you to rent.

Projector	
Table	
Chairs	
Screen or Projector	
Speaker	
Security	

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Audio Package	
Photographer	
Ballon Decor	
Catering	
Cleaning / Set-up / Take Down	