

Warehouse 817

Event Space Rental Agreement and Contract

Event Date: _____ Start Time: _____ End Time: _____

Client Name or Corporation: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email Address: _____

Payment

A signed contract and date hold deposit equal to 50% of the total rental payment, must be received in order to reserve your date and time. This payment is non-refundable.

The balance of your rental fee is due on _____. If the balance due is not received by this time, the event will be cancelled and the space will be opened up for other renters.

The total rent payment for the event is \$ _____

Security Deposit

A security damage deposit in the amount of \$ _____ is due on the day of the event and prior to the renter gaining access. If there was no damage to the facility during the event, the full security deposit will be refunded at the end of the event.

Set-up

Renters, caterers, florists, DJ's, decorators, and/or related groups will be permitted access to the property at the event start time.

Decorations

It is our goal that every event here is a special day for all of the guests. Decorations that are likely to cause damage to walls, ceilings, or floors are not permitted. Tape, tacks, nails, screws, or any other device likely to cause damage, cannot be placed or inserted into or on any part of the physical structure, including but not limited to walls, ceilings, posts, railings, lighting fixtures, etc. Decorations cannot be hung from any lighting fixtures. Command strips, pipe-cleaners, ribbon and twist ties are permitted provided their use does not cause damage. Confetti, glitter, sand, "silly string", bird seed, rice, fireworks, candles, and bubbles are not allowed on the property. Decorations should be removed prior to the event end time.

Clean-up

Renter shall be responsible for general clean-up of the facility by the event end time. Clean-up shall include the collection, bagging, and removal of all trash; wiping of tables and countertops; returning tables and chairs to their original locations; etc. Trash shall be placed in the garbage containers behind the building. No food or beverage can be left on the property. Renters who would like to leave without any clean-up can choose the service at the time of rental.

Smoking/Electronic Cigarettes

Smoking and/or the use of Electronic cigarettes, and smokeless tobacco is not permitted anywhere on the property, including the rooftop deck. Smoking on the property will result in loss of security deposit and the offender will be asked to leave the property.

Glassware

Glassware is not permitted on the rooftop deck. All beverages consumed on the rooftop deck must be in plastic, paper, or metal/aluminum containers. Glassware is allowed on the main floor event space.

Right of Entry

The owner or designate has the right to enter the space at any time and for any reasonable purpose during the event. By the order of the fire marshal, all exits must remain unlocked while the building is occupied.

Music and Noise

When using the rooftop deck, please be mindful of neighbors when determining noise levels. If noise levels exceed acceptable levels, the event host will be asked to adjust to acceptable levels.

Capacity

The capacity for the main level is 96 persons. The capacity for the rooftop deck is 49 persons. Exceeding the capacity of each level is prohibited by the Building Official.

Security

Security is not provided at the facility. However, cameras are located throughout the public areas of the facility. There should be no expectation of privacy as the public areas are subject to video surveillance at times. In addition, there should be no expectation that security cameras are being monitored.

Alcohol

As a responsible corporate citizen, we require the utmost responsibility if you choose to provide alcohol at your event. Just as if you are hosting an event in your home, the renter of the venue has ultimate responsibility for controlling access to alcohol, prohibiting minors from consuming alcoholic beverages, and preventing guests from being overserved.

Warehouse 817 is a public building subject to Laws and Regulations of the Virginia ABC. Virginia ABC requires a permit when alcohol is consumed in a public space. It is the full responsibility of the renter to obtain the appropriate permit.

The most likely permit is the Banquet Permit. This license is issued to individuals (representing themselves or a group/company) for private events where alcohol is provided at no charge to guests. Also known as a "one-day" license. This license authorizes complimentary beer, wine or mixed beverages and guests may bring their own alcohol. The cost of this license is \$55.00 per day. It is the responsibility of the renter to acquire a permit.

More information on ABC permitting can be found at the link below.

<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/banquet-types>

Virginia law states that no person may purchase, assist, provide, or give a minor alcoholic beverages. Providing alcoholic beverages to a minor is a Class 1 Misdemeanor in the State of Virginia.

The management and staff of Warehouse 817 does not police or review the permitting process or the whether a permit is acquired. It is the sole responsibility of the renter to obtain a legal permit. Any questions should be submitted to the local VA ABC office.

Indemnification

The renters shall indemnify and hold Warehouse 817, Twin City Ventures, LLC, managers, directors, employees, agents and representatives forever harmless from, and against, any and all personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable legal fees caused by any wrongful or negligent act, error or omission by you, your guests, invitees, agents, delegates or representatives, arising out of or in connection with your function, except those claims arising out of the sole negligence or willful misconduct of Warehouse 817 and Twin City Ventures, LLC.

Disputes

The management and employees of Warehouse 817 agree to take reasonable steps to ensure your event is held as planned. Should any issues arise that disrupt or interfere with the event, the management and employees of Warehouse 817 will make reasonable accommodations to address any unforeseen circumstances. However any and all liabilities owed to the renter shall in no case exceed the cost of the rental.

Client Signature

Printed Name

Date

Warehouse 817 Representative Signature

Printed Name

Date