

Private Event Space Usage Agreement

This contract for the use of a venue is made this day, _____, by and between Access Arts, hereafter referred to as the Owner, and _____, hereafter referred to as the Client.

Whereas, the Client desires to temporarily occupy and make use of the designated room in the facility located at _____, and

Whereas, the Owner agrees to such occupation and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The Client shall pay to the Owner the sum of \$ _____ no later than _____. This amount shall serve as the Room Reservation and Instructor Fee, and is non-refundable after three-weeks before the date of the event.
2. The Client shall have access to and use of the venue from _____ o'clock on _____, to _____ o'clock on _____, for the purpose of hosting the Client's _____ event.
3. Owner shall provide a private art class for the Client during the time period agreed upon in (2) above. The art project fee shall be \$ _____ per participant, and no less than \$ _____ total (minimum of 7 participants). This fee shall be payable to the Owner upon the expiration of the rental period described in (2) above, unless other arrangements have been agreed upon beforehand.
4. Client shall remove all personal property, trash, and other items that were not present in the venue when Client took control of it.

5. In the event that Client fails to pay the balance due within the time period agreed upon in this contract, late fees shall accrue at the rate of \$15 per week until it is paid. Client shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

6. Completed art projects may be withheld by the Owner until such time as the entire balance due is paid.

7. Client will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Client or any of Client's guests while Client is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Client's use of the venue.

8. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Client's Signature, date	Owner's Signature, date
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code

Private Event Policies Acknowledgement

Check each box as you read to signify that you have read and understand each policy listed.

- At the private event, all members of the party that are of school-age and older (5+), must wear masks during the event. Anyone who enters the premises during the event will also be required to sign-in on a sheet we provide. We will only use this sheet IF someone tests positive for COVID, in which case we will provide the list to the city to ensure proper contact tracing can take place.
- We prohibit all underage drinking on our premises. If you provide alcohol, you are responsible for verifying the ages of the participants.
- Any time you might need to set up food, refreshments, decorations, etc. **MUST** be included in the reservation time. **Please do not arrive before your scheduled room reservation time.** In addition to the regularly allotted 2 hours, you can add an extra hour to your reservation time for an additional \$25. Be sure to also take your set up time into consideration when telling your guests when to arrive.
- Anyone who stays in the space while the party is going on, must be included in that head count established well prior to the event. Up to 5 guests are welcome to stay and watch, but room capacity **MUST** stay below the limit of 42 people. These 5 do not have to pay the project fee. If more than 5 wish to attend, they must pay the project fee, even if they do not complete the project. Additionally, if we allow you extra space for food or drink, guests are not allowed to congregate there during the event, as this makes it difficult for our staff to keep track of people in multiple areas.
- On the day of the event, if there are unexpected absences, you will not have to pay the per person project fee for this member. However, if the lack of one person puts you in a different instructor fee category, you will not get a refund for this advance payment difference. All parties will be charged a project fee for a minimum of 7 participants, even if fewer people show up. You will be charged the per person project fee if the situation listed in the paragraph above occurs.

- YOU WILL BE RESPONSIBLE FOR SOME CLEANING UP. Anything YOU or your party brought, you MUST clean up and remove from the premises. We have a dumpster and trash bags that you will be able to use to dispose of the aftermath. We will handle the clean up of all tools and materials used for the art-making.
- (For clay projects) You will receive an email when your pieces are fired and ready for pick up. The client will be responsible for picking up all of the projects and distributing them to the rest of the group. If the client does not pick up the projects within 6 weeks from the date the email is sent, we will be discarding the pieces. Instructions on where and how to retrieve the pieces will be included in the email.

At some private events, we have a staff member who comes to take photos. Would your group be open to and give consent to having your photos taken for our social media, website, and other promotional materials? Check one: Yes No

Sign below to acknowledge that you have read and understand the details listed above.

Client's Signature, date
Printed Name