

THE LOFT

EVENT SPACE RENTAL & CONTRACT POLICIES & REGULATIONS

Renter: _____

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

Type of Event: _____ Number of Guests: _____

Single Event or Multiple Days/Nights _____ Will alcohol be served? _____

Primary Contact: _____ Phone: _____ Email: _____

Secondary Contact: _____ Phone: _____ Email: _____

Rental fee amount \$150.00 per day plus 5% sales tax where applicable (\$7.50 per day), due prior to event date.

Damage deposit amount \$150 due with this agreement to make your reservation.

Additional fees or requested/required expenses or staff costs will be quoted and detailed on separate invoices as costs are determined or necessary. All expenses (other than cleaning and/or repair costs, if any) will be estimated and approved prior to being incurred.

By signing immediately below, and by initializing pages 2 and 3 of this agreement the Renter agrees to the terms and conditions for the use of 'THE LOFT' as detailed in pages 2 and 3 of this agreement. A signed agreement and payment must be received to reserve your date and times.

Acknowledged, agreed and authored by primary contact/renter

Name

Date

Condition and Responsibilities of Renter

Please read the terms of agreement below and make sure you understand the requirements for rental of The Loft.

Rental Fees

All balances must be payable to The Loft Sitka, LLC prior to the event. Payment may be made by cash or check.

Condition of Rental Space

The Loft is rented to Renter in a clean condition and in good repair. If, prior to the start of Renter's event Renter identifies any part of The Loft that needs cleaning or that is damaged, Renter shall bring this to the attention of The Loft management. The Renter, or Renter's caterer, if used, must clean the premise within two (2) hours following the event leaving it in the same condition and working order as at the start of the event setup. Mopping is an exception; Management will mop the floor following your event. The Loft Sitka, LLC encourages those renting space to consider green, sustainable, fair trade, ecologically-sound cleaning and zero waste solutions. The Loft does not provide trash or recycling removal therefore Renter is responsible for removing from the site all trash and recyclables generated by Renter's event.

All equipment brought into The Loft must be removed. Renter may leave equipment until noon the following day, depending on facility availability.

Cleaning Deposit and Damage(s)

A cleaning deposit/damages check of \$150 made payable to The Loft Sitka, LLC is required and due prior to the event. Please note that this deposit is separate from the space rental. This deposit will be refunded within three (3) days following the rental period provided the rented space is maintained and left in the same condition as when rented, subject to ordinary wear and tear, and satisfactory to The Loft management. Any cleaning (including disposing of trash left on site) or repairs that are necessary because of damages beyond ordinary wear and tear (i.e. paint damage, floor gouges, damage to furniture or artwork) will be charged and deducted from the security deposit. If the deposit is not sufficient to cover such costs, Renter will be billed for the uncovered cleaning/repair costs.

Liability and Attorney Fees

Renter agrees to indemnify, defend, and hold The Loft Sitka, LLC and its landlord harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the Renter's rental and use of the premise, including but not limited to, liability for personal injury or death arising from Renter's, or Renter's guests', agents', or contractors', use of the rental space. In the event The Loft Sitka, LLC and/or its landlord are required to file any action in court in order to enforce any provision of this agreement, Renter agrees to pay The Loft Sitka, LLC and/or landlord all reasonable attorney fees, court fees, and costs of suit incurred by The Loft Sitka, LLC, and/or landlord including all collection of expenses and interest due.

Capacity

The maximum capacity of The Loft is 49 people. Renter agrees to not exceed 47 people, to allow for Loft Management to also be present at will.

Site Decoration

The Loft Management wants every event here to be a special and welcome experience. Every effort will be made to allow Renter to decorate as they wish. However, in order to avoid damage to The Loft: no nails, screws, thumb tacks, staples or penetrating items shall be used on rental space walls; No glitter or foil (non-paper) confetti is allowed on site; and any tape or gummed backing material (i.e. heavy duty adhesives including packaging tape and duct tape) must be approved by Management prior to use. Repair of any damage or clean-up costs caused by site decoration will be deducted from the deposit and/or charged to Renter.

Conduct

Absolutely no illegal drug use or smoking of any kind is allowed in the rented space or within 25 feet of the building. This includes smoking, drinking alcohol, and/or illegal drug use on the sidewalk in front of the building. Disparaging remarks of any type or physical violence will not be tolerated. Renter and guests shall use the premise in a considerate manner at all times. Furthermore, conduct deemed disorderly by The Loft Sitka, LLC management is not tolerated. Any conduct in violation of this provision is grounds for immediate expulsion from the rental space and conclusion of the rental period. In such cases no refund of the rental fee shall be made. The Loft Sitka, LLC 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 The Loft or the safety of its staff, guests, or building contents.

Primary Contact/Renters Initials: _____ **Date:** _____

Noise

Renter acknowledges that the premise is located near residential units and therefore agrees to control the noise level at the event such that it not disturb neighboring occupants. In the event that Renter's event creates a disturbance due to unreasonable noise volume, Renter shall immediately reduce the volume. If repeated disturbances are created, The Loft Sitka, LLC may expel Renter or end the offending noise. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to the renter.

Lost and Found

The Loft Sitka, LLC takes no responsibility for personal effects and possessions left on premise 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

30-15 days prior to event: 100% refund

14 days prior to event: 50% refund

Cancellation the day of event: no refund

Cooking Limits

The Loft offers limited kitchen/cooking facilities. There is no frying allowed or any cooking that will create a large amount of smoke as our facility is not ventilated.

City, State and Federal Laws

Renter shall comply with all applicable city, state, and federal laws and shall conduct no illegal act on the premise. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS.

Alcohol

If Renter provides alcohol, Renter shall assure that the alcohol is provided in a manner consistent with City, State and Federal Laws. Alcohol for sale shall be distributed by a person holding a State TAM card. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Renter shall not sell or serve alcohol to minors on the premise at any time.

Entry and Exit

Renter agrees that The Loft Sitka, LLC staff may enter and exit premise during the course of the event. A representative of The Loft may be on-site during your entire event and will be checking periodically with the responsible parties to ensure everything is working smoothly. We will also be checking the bathroom, the overall premise, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

Promotions and Copyright

It is important to us that you have a fantastic and successful event. Should The Loft Sitka, 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.

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 The Loft 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 non-profits we support can be directed to that representative.

Primary Contact/Renters Initials: _____ **Date:** _____

Item	Available	How many	Price per	Total	Notes
Round tables	6		Free		
Long tables	2		Free		
Tall bar tables	3		Free		
Chairs	40		Free		
Room Set up			\$30 + tax		
Cleaning Fee			\$50/hr. at discretion of management		
Dishes	50		Free/\$5 per if broken		
Glassware			Free/\$5 per if broken		
Silver Bud Vases			Free		
Flatware	50 sets		Free		
Stereo			Free		
Projector & Screen			\$40 + tax		

Additional items: