

Studio 6 Ballroom Event Rental Policies & Agreement

By reserving and renting Studio 6 Ballroom (S6B), I understand that:

As a renter, I am receiving use of S6B for the agreed upon time specified in this contract. If I wish to add time, and if it is not already booked, I can do so ahead of time by including it in my final payment or night-of which will be drawn from my deposit unless otherwise arranged. I understand that I will be checked out once all of my participants have left the venue. Any extra time beyond rental time will be drawn from my deposit. To avoid overage charges, we recommend **cleanup and exiting of guests starts no later than 20min before end of rental.**

_____ I understand that S6B closes at 12:00am. **Any time beyond 12:00am will be charged double the hourly rate.**

_____ I agree not to act in a manner that does, or is likely to, adversely affect the peaceful operation of the premises. I will not use the premises for illegal purposes or in any manner that could tarnish the reputation of the venue provider or their premises. I will not tamper with, borrow, or remove any property kept on the premises. I will not cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the premises.

_____ I understand that S6B is a Non-Smoking venue. We have staff and patrons who are highly allergic to smoke. There is absolutely **NO SMOKING on the premises**; this includes the alcove in front of building and anywhere on the sidewalk in front of any part of the building. I understand that if any of my guests would like to smoke, I need to direct them to the alley.

_____ I understand that I must maintain rental area and the common areas of the premises in a neat, clean and in a sanitary condition. I will be held solely responsible for the agreed upon rental area, including any common areas. I will be held accountable for any injury or damages sustained during the duration of the rental and occupancy on the premises. It is my responsibility to keep my guests from touching the mirrors. If cleaning of the mirrors is required, a \$15 per mirror fee will be charged. If there is damage done (ex: broken mirror, large noticeable scratches in floor), I will be required to pay the costs to repair the damage. If for whatever reason a mirror needs to be replaced due to damages done, there will be a \$1,000 dollar per mirror charge to replace the mirror(s). I will be held liable for any guest, invitee, or visitor's actions on the premises. Shoes that will scuff or damage floor are not allowed (heels with a nail exposed or shoes that leave black marks).

_____ Any signs, symbols, decorations, or other objects displayed on the premises must be approved by S6B. Please use tacks, not tape. For covering cords or similar, please use only Gaffers tape.

_____ I understand that S6B primarily **only rents to private closed events**. Tickets sold at door violate the private closed event policy and will result in termination of the event (unless otherwise approved by S6B) and forfeit of moneys paid.

_____ I understand I am welcome to bring my own food or caterers and that if there is any alcohol involved I will be responsible for obtaining all the necessary permits and having it posted in compliance with Washington State Law and Liquor Control Board regulations.

_____ I can hire a DJ or use S6B system with my own music. I understand that S6B will not allow an event that plays more than 50% hip hop music. Failure to comply will result in termination of the event and forfeit of moneys paid.

_____ I understand that the artwork and lounge seating will remain in place unless previously arranged.

_____ I understand floor and patron safety is paramount. Gum and lit candles are not allowed. Please be careful in choosing your decorations including confetti and poppers which can be slippery.

_____ I understand and agree that staff, or anyone affiliated with S6B, its owner or landlord will not be held liable for illness or injury, damage or theft, occurring at S6B. I understand that the while the professionals are affiliated with S6B, they are all their own independent business owners. S6B has the right to refuse service and terminate this agreement at any time. I understand that if at any time anyone is disrespectful to any staff, professionals or patrons, I, as well as my party, will be asked to leave and forfeit any moneys paid. I am assuming full liability for damage to venue and injury of anyone associated with my event by any and all persons associated with this event. I certify and declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Renter Print: _____ Sign: _____ Date _____

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Rent of S6B will be for _____ on ____/____/20____
for the hours of _____ am/pm until _____ am/pm for **\$599.00** first 3 hours and **\$150.00** per hr thereafter. **Rent includes tables & chairs (over \$400 rental value), clean up after event, and 30 min setup assistance.**

To secure rental: A **non-refundable** down-payment of 1/2 of the cost of the event rental requested must be paid. Remaining balance must be paid at least 2 weeks prior to event at which point the full cost of the event becomes no refundable. Setup: Setup can begin at start of rental period and no sooner. Setup will not be allowed before rental is paid in full and damage deposit is secured.

At time of final payment provided credit card will be charged a **\$200.00 damage deposit** or cover: cleaning beyond normal amount, mirror cleaning, extra time needed beyond the agreed upon amount, trash removal, thefts to business in and around the same building as S6B as a result of the event. Once studio management has completed cleaning of space (within 72hr of event) and found no necessary extra charges, damages deposit will be refunded to card. **All trash will be removed by the renters;** any trash left for the studio will be charged a **\$10 per bag** removal fee (this includes any trash found in neighboring business trash bins). **\$10 per Mirror,** cleaning fee will be charged for each mirror that there is visible residue. For any damage done renter will be charged all cost of repair to include, but not limited to cost of replacement and cost of labor. Credit Card will be charged for any damages or extra cost that exceeds the damage deposit. **There will be an additional charge of \$30 every 1/4 hr after agreed upon rental termination time (double if after midnight).**

Main Contact: _____ Email: _____ Phone: _____

Backup Contact: _____ Email: _____ Phone: _____

Event Rental Add On Options:

30min Dance Lesson \$100.00 5 Gallon Water Jug \$10.00 Blue Room \$150 for event
Table Linens cleaning fee \$35 Chair covers cleaning fee \$35 Rumba Room \$50 per hr

Event Discounts - \$100.00 Event done by 7:30pm

Dance Lessons Add on Options must be paid in advance and is **non-refundable** (unless dance instructor is unable to make event) as our Dance instructors are in high demand we ask that when you let us know ASAP when seclude your lesson time during event.

Total Cost of Add On Options \$ _____ Approximant Attendance: _____

Non Refundable Down payment of: \$ _____ Cash/Check/Card. Deadline for 2nd Half of Payment and Deposit: _____

Total Cost of Event: _____

Renter (Print) _____ (Sign) _____ Date _____

Post event Sign Out:

Any Additional costs and comments:
