*******209 Calder Way*

*State College PA 16801*

*814-753-2642*

[*www.themakerypa.com*](http://www.themakerypa.com)

 **Event Reservation Form**

**Event Date**: **Event Name**: **Number of Guests**:

**Set-Up Time**: **Event Start Time**:

**Event End Time**: **Wrap Time**:

Description of Event: (For the best event pre-planning and production please provide plan and desired schedule for specific times and aspects of your event).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: Company:

Address: City: State: \_\_\_\_ Zip: \_\_\_\_\_\_\_

Primary Phone: Secondary Phone:

Email Address:

## ****Space Reservation Options: (Please select one)****

## **Full - Cleared (120 cocktail, 55 seated) (200/hr) whole space of makery – most machines, tables, wall décor removedFull - As Is (120 cocktail, 55 seated) (150/hr) whole space of makery – machines and décor remain as isHalf - Cleared (75 cocktail, 30 seated) (150/hr)  front space of makery - most machines, tables, wall décor removedHalf - As Is (75 cocktail, 30 seated) (100/hr)  front space of makery – machines and décor remain as is**

* A signed contract and date-hold deposit in the amount of $\_\_\_\_\_ must be received to reserve your date(s) and time(s).
* The balance of your space rental fee is due thirty (30) days prior to your event.
* Any additional costs that arise will be due within two (2) days of your event.

Payments should be made to The Makery. Cash, check and major credit cards are accepted.

No refunds of the space rental fees will be paid 25 days prior to an event, as your agreement to rent The Makery space on this date may cause the loss of additional bookings or business. Reserved food and beverage catering, along with rentals and/or purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation.

Acknowledged, Agreed, and Authorized by Primary Contact/Renter: Date: \_\_\_\_\_\_\_\_\_\_

Acknowledged, Agreed, and Authorized by The Makery: Date: \_\_\_\_\_\_\_\_\_\_

**Please initial and date the following three pages.**

**CONDITIONS AND RESPONSIBILITIES OF RENTER**

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

**DEPOSIT/RENTAL FEES**

A signed contract and date-hold deposit in the amount of $\_\_\_\_\_\_ must be received to reserve your date(s) and time(s). The balance of your space rental fee is due thirty (30) days prior to your event. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

**VENDOR INFO and FEES**

We are happy to recommend caterers, bartending services, photographers, caricaturists, florists, etc - as we have contacts that are familiar with the Makery and it’s capabilities. All contracts with vendors will be handled directly between you, the event contact, and the vendor. Once the contract is in place, please share the details/contract with your Makery Event Coordinator to allow time to make contact with them, coordinate deliveries and set up times and be sure that all runs smoothly for your event. Additional coordination fees will apply for each vendor (min of $25/vendor) and will be billed from the Makery.

**INSURANCE**

Special Event Liability Insurance is required of ALL renters and is due no later than ten (10) days prior to your event. The insurance must, at renter’s sole expense, provide and maintain public liability and personal property damage insurance, insuring The Makery it’s employees, 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. The Makery shall be named as an additional insured of said policy.

If alcohol is to be served please make sure that the policy includes Host Liquor Liability coverage to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests. Established Catering Services may use their license and insurance to cover this.

Any caterers and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate of Insurance and Catering License to The Makery, naming The Makery as stated, and will be delivered at least one month prior to the event.

**LIABILITY**

Renter agrees to indemnify, defend, and hold The Makery, its landlord, building owners, officers, employees, 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 renter, its employees, and agents of alcoholic beverages at The Makery.

In the event The Makery, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay The Makery, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by The Makery, including all collection expenses and interest due.

**CATERING STANDARDS**

We highly recommend that a caterer from The Makery’s recommended caterers list be used for your event. Our recommended caterers have experience working at The Makery and are familiar with our regulations, policies, and procedures. Use of caterers not on our recommended list may result in an increased deposit and fee.

Insurance/Credit Card— All caterers working at The Makery are required to have a valid Certificate of Insurance and a Credit Card on file with us.

Back Room Policy—The Makery Back Room is production space and is to be used for final food presentation, plating and bussing only. Please note that The Makery does not provide dishes, glassware, pots, pans, knives or utensils. The back room production space will be a provided in a clean condition and the space should be returned to a clean condition immediately following your event.

Caterers 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 compostables, must be collected, properly bagged and removed by the caterer. Failure to remove or clean will result in additional fees to caterer and/or client and will be charged to the credit card on file.

**Contact/Renter Initials:** **Date:** \_\_\_\_\_\_\_\_\_\_

**BAR/ALCOHOL STANDARDS**

We require a Certified Licensed and Insured Bar Tender for all events where alcohol will be served.

Alcohol can be provided by renter for your event at The Makery. It can also be ordered from a caterer/supplier and delivered for your event.

Alcohol may not be served to minors.

Alcohol will not be served to anyone that is visibly intoxicated.

Alcohol service must end 30 minutes prior to the end of your event.

**GUEST COUNT:** Final guest count changes MUST be submitted in writing at least ten (10) days prior to your event. Although additions may be made to your guest list up to two (2) days prior to your event, no refunds will be given for reductions to the guest count ten (10) days prior to your event.

**CAPACITY**

**Full Cleared (120 cocktail, 55 seated)** note: ADA Bathrooms are included in your rental. **Full As Is (120 cocktail, 55 seated)
Half Cleared (75 cocktail, 30 seated)
Half As Is (75 cocktail, 30 seated)**

**SITE DECORATION**

The Makery wants to make every event here a unique and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of The Makery rearrange and move any furnishings, including, but not limited to, artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items are to be used on our walls or floors

**CONDUCT**

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of The Makery staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases, no refund of the event costs shall be made.

Makery encourages music and lots of dancing! However, please be aware that the premises are located in the Borough of State College and therefore neighborhood noise regulations do apply. In the event that renter’s event creates a disturbance due to high noise volume, The Makery’s onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at The Makery’s discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter. Loud music must end by 10 p.m. during weeknights (Monday through Thursday) and by midnight on weekends (Friday and Saturday). Additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors.

**CANCELLATION**

Deposits are non-refundable. From 25 days days prior to the event, NO SPACE RENTAL PAYMENTS WILL BE REFUNDED.

**PARKING**

Ample parking is available in the Fraser Street Parking Garage just seconds away from the Makery. **It is $1 per hour.**

**Contact/Renter Initials:** **Date:** \_\_\_\_\_\_\_\_\_\_

**LOAD-IN/LOAD-OUT AND STORAGE**

All load-ins and load-outs must take place within the designated timeframe given by The Makery. If there is an event prior to yours, a timed delivery will be required. The Makery 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 bubble wrap, 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 The Makery to ensure that pick-ups are scheduled and executed.

**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 and non-smoking facility at all times, NO EXCEPTIONS. CASH BAR??? 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. The Makery 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 Makery or the safety of its staff, guests, or building contents.

**LOST AND FOUND**

The Makery 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.

**PROMOTIONS AND COPYRIGHT**

It is important to us that you have a fantastic and successful event. Should The Makery 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 we are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the use of the space or its contents.

**ACCOMMODATIONS & SERVICE**

A Makery Staff Member will be on site through-out your event.

Bluetooth Speaker with a Microphone

Available Furniture for from the Makery: Four (4) Six-foot Folding Tables Two (2) High Top Round Tables

 Five (5) Bistro Tables Twelve (12) Black Bar Stools

 Fifteen (15) Black Folding Chairs

 \*\*All other tables, chairs, etc, will need to be rented at an additional cost.

**Contact/Renter Initials:** **Date:** \_\_\_\_\_\_\_\_\_\_

**CREDIT CARD PAYMENT AUTHORIZATION FORM**

The Makery requires a credit card to be on file during the entirety of your event.

Please complete and sign this form to authorize The Makery to make a debit(s) to your credit card listed below. Once complete, please email to events@themakerypa.com.

By signing this form, you give The Makery permission to debit your account as indicated below.

This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorize The Makery to immediately charge my credit account a date-hold deposit. Date-hold deposits are non-refundable. This payment is for my event on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please note that the space rental fees balance will also be charged to this card thirty (30) days prior to your event.

If you would like to use an alternative payment method (check, additional credit card, cash) for the space rental fees balance, and/or miscellaneous costs, please check here. ****

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date, the original credit card will be charged.

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Billing Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Type **** Visa **** Mastercard **** AMEX **** Discover

Cardholder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp Date (DD/YY): \_\_\_\_\_\_\_\_\_ CVV2 Number: \_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

I authorize the Makery to charge the credit card indicated in this authorization form 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 and that I will not dispute the payment with my credit card company: so long as the transaction corresponds to the terms indicated in this form.

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