

SERVICE RATES FOR JANUARY 2018

MAXIMUM GUEST CAPACITY: 90

Rates below assume Venue Rental Only, Lounge Layout for 72, additional Services not Included. Setup fees may apply.

DAY RATES (Before 4pm)

Saturdays 9am-4pm from \$90/hr Non-Commercial, \$160/hr Commercial

Sundays 10am-4pm from \$80/hr Non-Commercial, \$140/hr Commercial.

3 hours minimum. Security Deposit \$500, \$150 for Workshops & Conferences.

Daytime load out by 4pm. Security required for day events with alcohol over 25 guests \$50 per hour. Cleanup Fee \$120.

EVENING RATES (After 7pm)

Monday – Wednesday 7pm-2am from \$80/hr Non-Commercial, \$140/hr Commercial.

Thursday & Sunday 7pm-2am from \$90/hr Non-Commercial, \$160/hr Commercial.

3 hours minimum. Security Deposit \$500, \$150 for Workshops & Conferences.

Friday & Saturday 7pm-2am from \$100/hr Non-Commercial, \$180/hr Commercial.

5 hours minimum: 1hr load in. 3hr event. 1hr load out. Security Deposit \$500, \$150 for Workshops & Conferences.

Evening load in after 7pm. Latest event ends at 2am. Security required for events with alcohol over 25 guests \$50 per hour. Cleanup Fee \$120.

VENUE HOLDS AND DEPOSITS

Events are booked on a first deposit paid, first serve basis. A non-refundable Venue Hold of \$50 allows holding the event date for 72 hours, pending closing contract. The Security Deposit is due 10 days prior the event. If contract is not closed within the 72-hour hold, the event will be cancelled without notice and the Venue Hold is forfeited. The Venue Hold is applied towards final balance. Security Deposit and Final balance are due 10 days prior to event date.

PAYMENT PLANS

Rentals and Services totaling less than \$1,000 and taxes are due at the time of booking. If the value of the rental is above \$1,000, a minimum down payment of 30%+sales tax are due at the time of booking, with equal monthly payments thereafter. Remaining balances are due 10 days prior to the Event Date. Credit/debit cards, money orders, and checks accepted. Make checks payable to Spazio IN. \$50 return check fee.

CANCELLATIONS & RENTAL CREDITS

Events cancelled MORE than 60 days from event date, a Rental Credit for 100% of the monies paid toward event will be issued, if event was fully paid. Events cancelled LESS than 60 days from event date, will receive partial or no Rental Credit. Events may be postponed at the cost of an administrative charge.

FOOD & BEVERAGE

Outside food and beverage is permitted, including alcohol. Please see our POLICIES for details.

POLICIES – JANUARY 2018

BEVERAGES + FOOD: Outside beverage and food are permitted. We do not offer cash bar or food services unless arranged in advance. Client is responsible for food, beverages, plates, silverware, cups, ice, straws, napkins and linen, unless rented to Spazio[IN] in advance. No cooking allowed on site. Staying or walking behind the bar is not allowed except when authorized by a representative of Spazio[IN]. Chafers with sternos are permitted for warming food.

BAR SERVICES: Spazio[IN] Bartender required for all events serving hard alcoholic beverages or for any event with 25 people or more serving alcoholic beverages (beer, wine, champagne, liquor, etc.). \$20/hr service fee. All alcohol must be delivered to the bar during LOAD IN time only.

CANCELLATION: Events cancelled MORE than 60 days from event date, a Rental Credit for 100% of the monies paid toward event will be issued, if event was fully paid. Events cancelled LESS than 60 days from event date, will receive partial or no Rental Credit. Events may be postponed at the cost of an administrative charge.

CAPACITY: Spazio[IN] maximum guest capacity is 90 people.

DÉCOR: No taping or tacking to walls, confetti or glitter, animals of any kind or tapered candles/exposed flames. Weighted balloons are permitted. All decor must be removed at close of event.

DEPOSIT + PAYMENTS: Final balance and Security Deposit are due 10 days prior to event date. Reserve Deposit is applied towards final balance. Credit/debit cards, money orders, and checks accepted. Make checks payable to Spazio IN. \$50 return check fee.

EVENT PLAN: An event plan approved by the Client is due 10 days prior to the event date. The event plan includes layout, and a detailed list of hours, services and equipment rented by the Client. Changes to the event plan during the event will incur in change fees.

LIABILITY: Spazio[IN] is not liable for and cannot assume responsibility for damage or loss of property in reserved areas and outside the venue prior to, during, or following your event. We appreciate the premises being restored to the original condition following conclusion of your event. In the event, that any property of Spazio[IN] is damaged by the client, its agents, employees, or any person admitted to the space reserved by client, the client will reimburse Spazio[IN] for all damages or unusual cleanup fees. Caterers and client assumes liability for food served on Spazio[IN] premises or transported from premises by client and/or guests. Spazio[IN] is not liable in the event guests become ill due to food or drink consumption.

MUSIC DJs and live bands are welcome. They must provide their own speakers and equipment. Music must end and equipment must be removed from venue at close of "event time". Sound levels are restricted at certain times.

PARKING: Parking is available in front of the building. Spazio[IN] is not liable for and cannot assume responsibility for damage or loss of property in the parking lot.

POLICIES: For the safety of our staff, clients, and guests; policies and procedures are subject to change at management's discretion.

PUBLIC EVENTS, Spazio[IN] is a PRIVATE event space. No pre-sold ticketed, promoted or pay at the door events unless approved in advance by Spazio[IN]. Events that violate this policy will be cancelled. 501c3 organization events are permitted, but paperwork must be presented at time of booking for tax exceptions.

MARKETING: Use of the Spazio[IN] brand for marketing purposes must be approved by management before public distribution. Spazio[IN] has the right to deny any materials deemed inappropriate.

SECURITY: Security is required for all events serving hard alcoholic beverages or for any event with 25 people or more serving alcoholic beverages (beer, wine, champagne, liquor, etc.). NO EXCEPTIONS. \$50/hr service fee.

SMOKING: No smoking or vaping allowed inside Spazio[IN] Reception Lounge. NO EXCEPTIONS.

VENDORS: Outside vendors are welcome. Equipment and rentals must be delivered during event load in and picked up during load out at close of event. Spazio[IN] is not liable for and cannot assume responsibility for lost, damaged or loss of vendors' property.