



FACILITY USE PRICING, RULES, AND REGULATIONS

- Your reservation is binding with completed and signed contract. Remaining payment is due in full up on the receipt of an invoice and prior to your rental date. Please read our cancellation policy below.
- \$100 security/cleaning deposit must be paid in full to secure the date for your event. \$75 of deposit will be refunded within 2-3 days after passing facility inspection.
- Gym Area only - \$50/hr (min 1 hour) **This must factor in the time that you'll need before and after your party to set up and clean up.** No exceptions.
- Event Rentals are priced separately but include facility rental and all rules and regulations apply.

Conditions:

- Contract must be signed and deposit paid prior to event.
- 100% security/cleaning deposit and ½ projected hourly rental fee due at time of signing contract (if applicable)
- Only use equipment agreed upon (see contract).
- Report any issues right away.
- Cleaned up and out by 10pm (unless otherwise agreed upon)
- All food and drink must be approved through director of Shine Bright prior to event (no alcohol or tobacco)
- All correspondence and scheduling to be done through the director of Shine Bright.
- Please **do not** let children hang on the ballet bars.

Cancellation Policy:

Cancellation of rented space must be done at least 7 business days before a meeting date to avoid cancellation fees. If cancellation occurs between 6-3 business days prior, a 50% fee will be retained. If a cancellation occurs 2 business days or less, the full meeting room rental fee will be retained. Cancellation must be received in writing or confirmed verbally with the Office Manager.

Event Promotion: Any public advertising of your event must state that: "This event does not necessarily reflect the mission/opinion of Shine, LLC." Please do NOT give our phone number as a contact for your event.

Items/ Areas Available for use: Please check the items you will be using and if applicable specify the quantity needed of the item.

- | | |
|---|---|
| <input type="checkbox"/> Studio | <input type="checkbox"/> White or Black Round Tablecloth (add'l fee \$5/each) |
| <input type="checkbox"/> Kitchen (only for prep and storage) | <input type="checkbox"/> White or Black Rectangle Tablecloth (add'l fee \$5/each) |
| <input type="checkbox"/> Chairs (up to 50) | <input type="checkbox"/> Small White Tablecloth (add'l \$5 fee)-1 |
| <input type="checkbox"/> 4' Round Table (up to 8) | <input type="checkbox"/> TV |
| <input type="checkbox"/> 6' Rectangle Table (up to 4) | <input type="checkbox"/> Music/Sound System |
| <input type="checkbox"/> 32" Round Table (display/welcome table) -1 | <input type="checkbox"/> Kid size tables (2) and chairs (12) (add'l \$10 fee per table and chairs) |
| <input type="checkbox"/> White or Black Chair Covering (add'l fee of \$2/ea) | |
| <input type="checkbox"/> Tie for chair covering (add'l fee of \$1/ea) | |

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Name: _____ **Date:** _____ **Time of event:** _____

Type of event: _____ # of people anticipated: _____

Contact Name/Responsible Party: _____

Name of guest of honor (If different than responsible party): _____

Billing Address: _____

Email: _____ Contact Phone # _____

Applicant agrees to defend, indemnify and hold Shine, LLC harmless from any and all liability for injury to persons or property occurring as a result of any activities and agrees to pay for any and all damage to the facility, building , equipment or furniture owned or controlled by Shine, LLC, which results from any scheduled activities or is caused by any participant in any scheduled activities.

I have read, understand and agree to comply with the rules set forth regarding facility usage including the conditions listed above. I further agree that I am of legal age and will be personally responsible for the repair of damage to property or facility and for replacement of stolen property.

Name: _____ **Signature:** _____

Do NOT allow anyone to hang on ballet bars.

*In case of a true after-hours facility emergency, call 832-421-5423. In case of life threatening emergency, please call 911.

CONTACT FOR MORE INFORMATION OR TO TOUR THE FACILITY:

**Diana Bird
208 901-0550**

Diana@BrightShiningStars.com

Shine Bright Director