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**VENTURE X EVENT SPACE AGREEMENT**

We hope you enjoy the Event Space at Venture X. We strive to make the facility the best place for everyone. To make this possible, we ask that you read the key points from our “Terms of Use” and follow our very simple, ethical, and common standards.

Terms of Use

**Respect:** Venture X members must be highly respectful of their other Venture Xer’s. We are a professional workspace, where many companies are developing private and secure work. In order to keep the culture trustworthy, we ask that if you see someone’s monitor, white/black board drawings, or copies to keep it to yourself, and erase it from your memory. Follow the simple golden rule. We also ask that you stay out of the private office area of our space and keep your event within the lobby/café area of our space.

**Volume Control:** Please keep the noise to a reasonable level for a presentation if the event is during business hours.

**Pets**: We love our furry friends too, but please keep them at home. Due to allergies and such, we ask that you do not bring them to Venture X.

**Internet Usage:** No spamming, posting, or downloading of any files, software, programs, etc., that you know, or should know are illegal and/or inappropriate. Any use of hacking or misuse of one’s computer within Venture X’s workspace will not be tolerated and will be found in termination of membership.

**Liability:** Every member is liable for his or her own belongings, actions, and materials, whether a physical product or computer-based software. Should any action cause damage to Venture X, that member or members would be held liable for the repair. If anything happens such as your computer gets hacked, blog goes down, Wi-Fi goes out, or if someone steals from you, it’s not on us. We are truly sorry for this, but we are not held legally responsible for these actions.

**Firearms:** Do not bring in or keep any firearms on the premises or in the building.

**Venture X Name:** Venture X owns rights to its name, logo, slogan, and all other property relating to Venture X. The use of this name and property of Venture X without permission will result in legal actions taken by Venture X.

**Cancellation Policy :** Any cancellations of event space must be made at least 24 hours in advance of the event. Any reservation cancelled within 24 hours will be charged at the full rate of the event space rental.

**Food and Alcohol:** Venture X does not supply food or alcohol for events hosted in our space. We do supply coffee and tea but beyond that it is your responsibility to supply any food or alcohol you wish. A COI must be provided if food or alcohol is to be served. The COI should list the following as an insured:  **Lincoln ASB Colorado Center, LLC, Lincoln Property Company Commercial, Inc., ASB Allegiance Real Estate Fund and the Chevy Chase Trust Company, 2000 S. Colorado Blvd, Annex, Suite 300, Denver, CO 80222.**

**Building Lock down and HVAC:** The building doors close at 6, VTX doors lock at 5. Please have the appropriate help present to help man these doors. Lincoln Properties can supply a security guard for an additional fee. We can provide an access key for you to borrow. Not returning it will result in a $50 fee. The doors to the VTX suite can be propped open; **the doors leading to outside the building cannot be propped or left open in any way, at any time**. The HVAC turns off at the same time (8PM) and can be left on for an hourly fee.

**Signage:** We have signage that can help your guests park and get to our suite since the building does lock down. **We ask that you collect all signage and return to the suite after your event. Not doing so can result in the security deposit not being returned.**

**Deposit:** Venture X requires a security deposit of $300 to be held for after hours and weekend events. The space will not be held until we receive this deposit.

**Payments**: A credit card must be kept on file in order to reserve a room. Please fill out the form on page 3.

**PLEASE PROVIDE THE FOLLOWING CONTACT INFORMATION:**

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about us?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Information:

Event Space Rental Price:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Rental: \_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name/Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are our members able to be included?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we publicize your event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VTX Staff Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CREDIT/ DEBIT CARD



AUTHORIZATION FORM – EVENT SPACE

I, the undersigned, hereby authorize Venture X, to save my credit/debit card information listed below for event space reservations.

Card Holder Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Debit/Credit Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Security code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder signature:

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

Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_