**Anodyne Rental Agreement**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EST**

**Date of Event:**

Venue rental from \_\_\_\_ to 11:30pm at $400/hour = \_\_\_\_\_\_\_\_

1 Hour before and after rental times for setup/teardown

25 % Deposit is due upon signing this agreement.

Remaining balance due 10 days prior to event date

Bar options are available and separate from the room rental

CREDIT CARD INFORMATION:

Please provide your Credit Card Number for rental payment and incidentals.

Credit Card Number:\_\_\_\_\_\_\_took information over the phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name on Credit Card:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CCV:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Billing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Holiday Party**

We love throwing a great party, and our space really shines during the holiday season. Utilize our refurbished warehouse venue offering cream city brick, exposed wooden beams, natural wood harvest tables, a raised stage, and a reclaimed 40 foot old-world bar.

Bring in a live band for an evening of dinner, dancing and drinks or keep it casual with a playlist and heavy appetizers.

We will be happy to customize an event that fits your needs and your budget.

Now booking Holiday parties Mondays - Thursdays in December at $400/hr (ask about a special rate if you are a current Anodyne Customer).

And what’s better than a holiday party in December? A much less stressful event in January, of course!

We currently have plenty of weekend dates available in January! Email carly@anodynecoffee.com or erica@anodynecoffee.com for availability.

**Recommended Rental Time:**

5 - 9 p.m. OR 6 - 10 p.m.

**Sample Itinerary:**

5 - 6 p.m.:

~Guests arrive and order drinks at the bar

~Live Music OR Playlist as guests arrive

6 - 6:30 p.m.:

~Toasts, announcements, business

6:30 - 7:30 p.m.

~Dinner

7:30 - 9 p.m.

~Dancing and mingling

For Live Bands and Unique Entertainment (Cigar Rolling, Magician, Arcade Games, etc...), we recommend contacting Thea Vorassat [ACA Entertainment](https://acaentertainment.com/entertainment/).

**Approximate Cost:**

~Room → $400/hr x 3 = $1200 (discount if current Anodyne Customer)

~Drink Package 1 coffee drink + 1 beer/wine per person → $10 - $12/person

~Catering additional

**TERMS AND CONDITIONS**

1. The venue manager retains the rights to enforce all rules and regulations on public safety, egress, and any other emergency preventative measures, at any time during any event. Clients and vendors must comply with such rules and regulations.
2. Stairways, elevators, fire lanes, emergency exits, and hallways and entrances must be kept clear, unblocked and unobstructed at all times.
3. Client is responsible for obtaining all permits, certificates, and insurances required for his/her event.
4. Nothing may be dragged along the floors. Any moving equipment, including but not limited to hand trucks, dollies, must be equipped with rubber wheels.
5. The person signing this contract is responsible for the conduct of all people in attendance and for damage they may cause to Anodyne or its guests.
6. Nothing is to be attached to the floor, walls or ceiling. No tape, nails, tacks, glue or staples. No glitter, rice, confetti or the like on the premises. All candles must be kept to a minimum (2 per table) and must be enclosed in glass with a metal bottom to each votive candle.
7. The specific areas of Anodyne property accessible during this event are noted in the rental agreement for renter and guests. All other parts of the property and facilities are off-limits unless otherwise noted in the rental agreement. It is the renters’ responsibility to ensure all guests remain in approved areas. All guests must remain in the designated event area.
8. DJ or band of your choice but no fog or bubble machines etc.
9. All Vendors must be licensed and insured. Proof of insurance must be readily available by all

Vendors while on site.

1. No smoking allowed inside the building or on Anodyne premises.
2. Communications with caterer, photographer, band/DJ are all others are sole responsibility of renter. We are available and happy to assist.
3. After layout decisions are decided upon in advance Anodyne will move tables and chairs to agree upon layout plans the day of the event.
4. We reserve the right to discontinue the service of alcohol to anyone during the event if deemed necessary by Anodyne. We reserve the right to remove guests from our premises if deemed necessary.
5. Outside beverages, of any kind, are not allowed on Anodyne premises.
6. I understand the catering policies that I must share with my caterer listed on page 4 of this packet and the packet provided to me. This agreement must be signed by the caterer and returned to Anodyne at least one month prior to the event date listed on this agreement. All caterers must be approved by Anodyne prior to your event.
7. The event, music and catering services must stop by midnight. Clean up must begin directly after the event is over and be completed within the hours agreed upon otherwise overtime for venue, staff, maintenance will be invoiced to the renter.
8. The Anodyne staff should be permitted to walk through the venue space between the hours of your event without any interference and be permitted to conduct walk-throughs during the setup of each event.
9. I am aware of the following: $100 “Puke Policy”, $500 “Clean Up Policy” and $500 “Outside Alcohol Policy”
10. I will pay the agreed upon amount for our rental and add ons a minimum of 10 days prior to our reservation. I also understand that my bar tab agreed upon is due the night of our event.
11. Anodyne reserves the right to cancel events and void contracts at any time. In that event, the retainer will be refunded in full.

I have read, understand and agree to the above stated Terms and Conditions

Renter Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed Upon Event Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is involved in reserving the event date?**

A 25% retainer and signed contract are required to reserve a date. This retainer is

non-refundable. Full balance is due 10 days prior to the event.

**Are there any restrictions?**

 No items are to be placed on the walls or hung from the beiling. we suggest the use of easels or table top frames for pictures. All current displays located within the building cannot be changed or removed. The use of glitter, confetti, sequins, bubbles , rice, flower petals, smoke machines, bubble machines, or tinsel are prohibited. Tape, nails, glue, tacks & stapes are not allowed. Only glass enclosed candles are permitted - please limit to 4 per table. Smoking is prohibited in all areas of the building.

**The following is included with your rental:**

* 10 Harvest Tables
* Standard Seating for 80 (More tables and chairs can be rented through Anodyne)
* 2 - 3 Bartenders/baristas/Anodyne Staff
* An Event Manager for the evening
* Access to our 3,200 sq ft venue (Including The Lab & Wholesale area)

**Capacity**

Under the current Covid19 Gathering we are limited to 75% capacity which is 100 people. This number does not include any vendor staff members.

**What are parking and transportation suggestions?**

We can connect with Bradley Tech High School for parking across the street. Rental for parking is a $200 donation to Bradley Tech(plus tax) and approximately 45 parking spots. The parking lot is subject to availability so 3 weeks advance notice is needed.

**Anodyne is ADA accessible with a lift in the main entrance off of Bruce street**

**and all of our restrooms are accessible.**

**Tell me more about renting additional tables, linens and chairs.**

We are happy to assist with additional rentals of tables, linens, and chairs. We offer standard 8’x30” folding tables that are similar to in size to our natural wood harvest tables. Therented folding tables also include black, white or ivory linens. Price per table and linen is $35 (plus tax). We can also assist in renting additional mahogany wood folding chairs for $4(plus tax).

**Clean Up Policy** - If your party does not remove and neatly put away all decor items after your event, you will be subject to a $500 fee (plus tax)

**Outside Alcohol Policy** - If your party brings in any outside alcohol to your event, you will be subject to a $500 fee (plus tax). Only beer / wine provided by our bartenders is allowed on Anodyne premises.

**Puke Policy** - If any of your guests throw up on our premises, we will charge you a $100 fee (plus tax) per person per incident.