



Venture X Loudoun-Ashburn Event Space Agreement

We hope you enjoy your event at Venture X Ashburn. We strive to make the facility the best place for everyone. To make this possible, we ask that you read this agreement carefully and follow our standards.

Terms of Use:

Respect: We ask that our venue members/non-members be highly respectful of other individuals utilizing the space. We host events but we are also a professional workspace where many companies are developing private and secure work. To keep the culture trustworthy, we ask that you stay in the designated area and do not roam around the office space.

Expectations: We ask that our event spaces be returned to its original condition as found at the commencement of the event. If this event is after hours (no staff present) this will include includes:

- Removal of all decorations, signage, and personal items brought in for the event.
- Clearing and disposing of any trash or debris generated during the event.
 - Trash chute is located behind the building next to Pind Modern Indian Cuisine
- Wiping down surfaces, furniture, and equipment utilized during the event to restore them to their original cleanliness.
- Sweeping or mopping floors as necessary to ensure cleanliness.

Failure to adhere to the cleaning requirements may result in additional charges incurred by the booking member/non-member to cover costs associated with cleaning, repair, or restoration of the event space.

Liability: Every member/individual that enters Venture X Ashburn is liable for his/her own belongings, actions, and materials, Whether physical product or computer-based software. Should any action cause damage to Venture X, the individual will be held liable for the repair.

Reservations: All required documents must be executed prior to the event booking. **Reservations will not be scheduled or held without payment.**

Payments: The payment-in-full for the deposit amount must be made the same day as the execution of this contract.

Deposit: The deposit is refundable up to 3-5 business days after the event.

Space Access: Please contact a Venture X coordinator or manager for more information.

Cancellation policies: Cancellations of bookings must be submitted in writing and emailed to **Loudoun.ashburn@venturex.com**, and must be 5 business days prior to the actual event date. Cancellations made outside of the time window will be charged 50% of the total booking cost. For any reservation canceled within 48 hours of the event, the client will be charged the full rate.

- Email **Loudoun.ashburn@venturex.com** to schedule a brief orientation of the center and equipment operations prior to your event.
 - Events during business hours (M-F 9:00am-5:30pm) are limited to **25 guests max.**
 - Please check-In and/or check-Out with the reception desk for events.
- In the case that your event takes place outside of regular business hours or when there are no on-site staff available, please inform the staff to facilitate the unlocking of building doors and elevators.
 - Overtime will be billed and charged accordingly.
 - The inviting host/user will be responsible for their guest's actions.

44679 Endicott Drive, Suite 300 Ashburn, VA 20147 / 703-957-9970 / [loudoun.ashburn@venturex.com](mailto:Loudoun.ashburn@venturex.com)

Information:

Refundable deposit- **\$250.00** (\$100.00 Cleaning charge + \$150.00 Damage Deposit)

Event Date & Time: _____

Additional requests:

I have read and acknowledged the information that has been given to be evidenced by my signature.

Full Name: _____

Mobile #: _____

Email Address _____

Client Signature: _____

Date: _____

Approved By (Venture X Team): _____