



## The Social Space Rental Contract

1. The Renter is fully responsible for any damage or loss to the premises or any objects contained therein, during time they have the space reserved. This includes but is not limited to stains (red wine, gum, etc.), damage to floor surfaces, and any damage to any furniture.
2. Minimum Age. The Social Space requires Renters to be at least twenty-one years old at the time the space is reserved. The Social Space reserves the right to verify.
3. Time Slot. In order to stay diligent, courteous and ready for our next guests, **we ask all Renters to be prompt in their arrival and departure times**. The rental period must include all set up and clean up needed for your event. These hours apply to all vendors and caterers. If Renters exceed the pre-booked time period, the renter will be charged a fee of \$50 plus \$25 for every fifteen (10) minutes past.
4. Included Space. Rental fee reserves the entire facility for the event. No part of the event can take place outside of The Social Space facility, including but not limited to the front area, the parking area and the space behind the building without prior consent.
5. Vendor Adherence to Contract. Vendors, such as caterers, who are hired by the Renter are also bound by the terms of this agreement. Responsibility for enforcement of the terms resides with the Renter.
6. Guest Behavior. The Social Space has residential and commercial neighbors. All guests are the responsibility of the Renter and the Renter will be held accountable if behavior becomes unruly or disruptive. Minor children are allowed with direct adult supervision. No pets are allowed. The Social Space has the right to evict or cancel, during the Renters event. the Renter, their guests, their vendors, at any time without notice if complaints are received for noise or other disruptive behavior. In the event this happens, no money shall be refunded.
7. Kitchenette. Kitchenette is available for the Renter or caterer's use. Renter must provide their own paper and disposable products. All food and supplies that were brought in for the event must be removed from the kitchen by the conclusion of the rental time period.
8. Food Preparation. Open flame food preparation is not allowed within or around The Social Space Premises.
9. Furniture. Included in the rental fee are two (3) rectangular tables, twenty-eight (34) dinner table chairs, two (2) tall round cocktail tables, two (2) love-seats, two (2) three-person couches, three (3) single decorative chairs, a bench seating 6-8 people, ten (10) barstools, one (1) easel, one (1) balloon arch, one (1) whiteboard. These may be moved but need to be returned to their original position at the end of the event. If you need the space to be open without furniture or limited furniture, please let The Social Space staff know at the time of booking. Additional fees may apply if furniture needs to be removed and will only be done for full-day (8+ hour) bookings.

Last Revised 02/01/2024

The Social Space reserves the right to modify the terms and conditions of this agreement as needed.



10. Additional Decorations. **The Social Space does not allow silly string, bubbles, confetti or glitter inside at any time.** We do not allow anything to be thrown outside such as: rice, birdseed, confetti or glitter. No tacks, adhesives, nails, staples, glue etc. on walls or ceiling. Nothing that will allow permanent damage or holes of any kind is allowed. No candles are allowed. Existing material cannot be removed from the walls, windows, or floors without written permission. If these rules are not observed, it may result in the loss of part or all the damage deposit.

11. Audio Visual. The Social Space has two Roku TV's available for Renters to use during their rental period. You may hook up anything to the TV's so long as your devices are compatible with HDMI and/or USB ports. We have two (2) HDMI cords; one plugged into each TV. Any lost remote controls will be charged at \$50 each. To respect our neighbors, we do not provide any microphones/speakers.

12. Bands and DJs. Due to the proximity of our residential and neighbors and fellow businesses, The Social Space does not allow bands or DJs at events.

13. Deliveries. Deliveries prior to the event must be scheduled with The Social Space.

14. Parking. Parking is available in front and the side of the building all day. After 5pm parking is available behind the building, so long it does not block access for other vehicles to drive back there.

15. No Smoking. Smoking is NOT allowed anywhere within our facility, only outside. This includes electronic cigarettes. Cigarettes must be extinguished properly and disposed of in the container provided.

16. Lost and Found. The Social Space is not responsible for the loss of any personal items, including gifts. Renter is responsible for all items left behind by guests.

17. Out of our control. In the event of fire, catastrophe, or events beyond the control of The Social Space that prevents a scheduled event from going forward, that scheduled event shall be canceled. The Social Space shall refund Renter's deposit and any fees paid within ten days of said cancellation. The Social Space does not offer refunds or cancellations due to inclement weather.

18. Safety and Security. The Social Space values your safety. Therefore, please understand that in order to promote the safety of Renters, their guests, their vendors, any visitors and any employees, as well as the security of its facilities, The Social Space may conduct video surveillance of any portion of its premises at any time. The only exception being private areas such as restrooms or dressing rooms. Cameras will be positioned in appropriate places within and around The Social Space building spaces and used in order to help promote the safety and security of people and property. By signing this agreement, you hereby give consent to such video surveillance at any time The Social Space may choose. Video is for The Social Spaces' use only and will not be distributed, sold or used for advertising.

19. Release of Liability and Indemnification. Renter hereby does indemnify and hold harmless The Social Space from and against all claims of whatever nature from any accident, injury or damage to persons or property arising from the use of the premises, or the roads or streets providing access hereto. This indemnity shall include all costs, claims, expenses, penalties, liens and liabilities, including attorney fees, and is no way limited by the amount of the damage and/or security deposit. Renter's obligations with respect to the indemnities therefore shall survive the termination of this agreement.

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20. Damages. Renter shall leave the Space in the same or similar condition as when Renter entered. Renter shall be responsible for any damage caused to the space beyond ordinary wear and tear. The Social Space shall be entitled to arrange for any necessary repairs at Renter's expense. Renter shall reimburse The Social Space for any such repairs within 30 days of receipt of The Social Space's written request for reimbursement. Request shall be accompanied by written verification of the amount.

21. Compliance with Laws. Renter shall obtain and maintain any necessary permits, licenses, or other forms of permission necessary to use the space. Renter shall not use the space in any manner that would violate local, state or federal laws or regulations including the serving of alcohol. Under no circumstances shall alcohol be consumed or provided to anyone under the age of 21. Renter hereby indemnifies The Social Space, its employees, officers, directors, or other agents for any damages, penalties, fines, suits, actions, or other costs (including reasonable attorneys' fees) arising out of or in connection with Renter's violation of any local, state or federal law, rule, regulation or ordinance related to Renter's use of the space.

22. Maximum capacity. The Social Space has been approved for a maximum capacity of 48 guests. If Renter exceeds maximum capacity, Renter will take full responsibility and be liable for any fines or legal ramifications. The Social Space reserves the right to cancel an event immediately and Renter will forfeit all payments and fees if maximum capacity is breached.

23. Governing Law. This Agreement shall be construed in accordance with, and governed in all respects by the laws of the State of Wisconsin, without regard to conflicts of law principles.

24. Clean Up. Clean up will be performed by Renter in accordance with The Social Space's cleaning checklist that includes trash removal. Failure to return the cleanliness of the space to its original condition may result in forfeiture of some or all of the security deposit. It is highly recommended having your event end 30 minutes prior to the end of your booked time to allow enough time for your guests to leave and cleaning to be completed. Please respect the time of any events that may follow yours.

25. Keys. Keys must be returned to the lock box at the end of the rental period. There will be a \$100 charge per key for a lost key.

26. Fees. There is a 3% online booking fee charged to all bookings and a 2.9% credit card processing fee.

27. Renter Cancellations. Upon booking, you have 24 hours to cancel your reservation with a full refund. The Social Space will make your time available again and only provide a refund based on that time period getting rebooked. The Social Space does not offer refunds or cancellations due to inclement weather or illness. If extreme weather disrupts an event, the event can be rescheduled for the same duration as a one-time courtesy within twelve months.

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

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

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