

## Venue Hire Agreement for Werkit RVA Selfie Museum

This contract for the rental of Werkit RVA Selfie Museum is made this day, by and between Renter thereafter referred to as the Owner, and hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 4915 W Broad St Richmond VA 23230 and known as Werkit RVA Selfie Museum whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The full rental fee for the use of Werkit RVA Selfie Museum shall be Sunday-Friday | \$150/hour or \$1000/daily  
Saturday | \$150/hour or \$1200/daily

Tear-down/Cleaning \$80

Fee includes private usage of entire selfie museum

The balance of the rental fee due, less the NON-REFUNDABLE DEPOSIT described shall be paid in 14 days prior to the event date. Payment can be made by echeck or credit/debit card. Any money paid (towards the full balance of the rental fee) to the Owner by the Renter is NON-REFUNDABLE once paid.

2. A Refundable \$500 Damage Deposit will be placed on hold from Renter credit card The Day Of the Renter's Event Date upon arrival. This is Separate from the Rental Deposit. This will only be used if the Renter or the Renter's guests violate any specific terms listed in this contract (i.e. damage, excessive cleaning, time or guest or table overage, etc.) The damage deposit can be done via credit card authorization, which is a 1-3 day hold on the \$500 amount. The damage deposit can also be in the form of cash. No personal checks.

3. The Renter will pay to the Owner the sum of \$200 on the following date: as a NON-REFUNDABLE DEPOSIT that will be applied to rental charges upon final settlement of accounts.

4. The Renter shall have access to and use

Owner shall provide access to event space 30 minutes prior to event start.

5. The Renter will be charged \$250 per Half Hour or \$500 per Hour for overage time if the Renter wants to keep the party going after the event's scheduled end time. The Renter will not be charged for time it takes to gather his/her things, as long as the party has ended at

the scheduled end time. The Renter has up to an hour of clean up time to gather his/her things, starting from the event's schedule end time.

6. This event will contain the following number range of guests .

7. No Smoking Policy: The Venue has a no-smoking policy that will be strictly enforced.

9. Renter is not to use any glitter, confetti, silly string, or rice. Staple guns, duct tape, masking tape, packing tape or any item that would cause damage to the walls, windows or paint are not permitted. Painter's tape is acceptable. Feather boas are also not permitted (scarfs with feathers).

10. Candles or anything with flame (except chafing dishes) are not permitted.

11. In the event of a Date Change or Cancellation, Renter will Forfeit their Non-Refundable deposit. However, in the event of a date change only (NOT Cancellation), if 5 months or more notice from the original date is given for the new date, Renter will get credit for only half of their paid deposit toward the new date. If 120-150 days of notice is given,

Renter will get credit for only 1/4 of their deposit toward the new date.

12. Renter shall remove all personal property, decorations and other items that were not present in the venue when Renter took control of it. WerkitRVA Selfie Museum will not be held responsible for anything left behind.

#### THE FINE PRINT

13. In the event that Renter fails to pay the balance due within the time period agreed upon may result in the cancellation of the Renter's event or late fees of \$25/day. If the Renter fails to pay the final amount due by 14 days before the event date, the Renter may do so only by credit card.

14. Renter will be liable for any physical damages, missing property, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all Werkit RVA Selfie Museum legal actions which may arise from Renter's use of the venue. It is the Renter's responsibility to reimburse the owner for any damages that occur during the Renter's rental period that were caused by the Renter or the Renter's guests. An invoice of the damages can be presented to the Renter if requested.

15. The renter is not to use any of equipment without Werkit RVA Selfie Museum permission to do so.

16. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

17. Illegal use of drugs, narcotics, illegal substances, weapons, guns, knives or fighting or threats made to the staff or any guest by the Renter or any of the Renter's guests on the premises is strictly prohibited and will result in termination of the

Renter's event. Werkit RVA Selfie Museum reserves the right to ask any guest to leave if they are behaving rudely to any other guest or staff member. Renter will be liable for any injuries or death resulting from the use of drugs, illegal substances, alcohol, fighting, guns, weapons, knives by the Renter or any of the Renter's guests during the Renter's event. Werkit RVA Selfie Museum shall fully cooperate with law enforcement agencies and prosecution of perpetrators of this provision to the fullest extent of the law any other guest or staff member. Werkit RVA Selfie Museum shall fully cooperate with law enforcement agencies and prosecution of perpetrators of this provision to the fullest extent of the law.

18. The Renter is responsible for not allowing his/herself or any of the Renter's guests to drive home if they are inebriated. All inebriated guests may only leave if they are being driven by a sober guest or taxi. If any inebriated guest attempts to drive home on his/her own, the police will be notified. Additionally, No alcohol served during the Renter's event is to be consumed outside of Werkit RVA Selfie Museum. Inebriated guests will Never be served alcohol.

19. Renter shall comply with all city, state and federal laws during the Renter's hours of rental of Werkit RVA Selfie Museum and shall be held responsible if any laws are broken. The Renter shall indemnify and hold harmless the Owner against any and all laws that are broken during the Renter's hours of use.

20. Deliveries: Werkit RVA Selfie Museum will accept deliveries on behalf of client; however Werkit RVA Selfie Museum does not assume legal responsibility for food, beverages, equipment, or other personal property brought into the Venue for events, at any time. All deliveries and pick-ups must be the day of the event (unless prior written approval). Werkit RVA Selfie Museum is not responsible for any missing items or items left behind by the Renter.

21. The Renter must comply with the maximum capacity law of no more than a total of 65 people in the building at Werkit RVA Selfie Museum all times. The renter is at all times responsible for keeping track of this. If any fines from the City of Richmond occur from breaking this law, the renter will be responsible for the immediate payment of these fines, which could range up to \$1,000 or more.

22. In the event of a power outage, PANDEMIC, inclement weather (tornado, ice, etc.) or any other act of G-d, will not be held responsible for the party's cancellation nor for the refunding of any payments, but will offer another event date using any money you've paid as credit toward another date. Werkit RVA Selfie Museum will also not be held responsible for reimbursement of payments from other event services that the Renter has hired.