



RENTAL AGREEMENT

All clients and/or representatives of any group renting space from the 14th Street Y must read and sign this policy. Renter hereby assumes responsibility for all Guests they bring to the 14th Street Y. Guests will be bound by the same Rules and Regulations as Renters.

PAYMENT

Rental date is confirmed when payment and a signed rental agreement are received. A \$100 deposit is required to reserve space at the 14th Street Y. All payments/balances must be made in full before using the space.

CANCELLATIONS

If an event is cancelled 15 business days before the contracted date, the Renter will be refunded the security deposit in full. In the event the notice of cancellation is received less than 15 business days before the contracted date, the Renter's security deposit will be forfeited unless another event can be scheduled in the original contracted date and time, upon when the Renter's security deposit will be refunded in full.

DAMAGE/SECURITY DEPOSIT

Any Renter scheduling an event at the 14th Street Y must pay a refundable damage/security deposit of one hundred dollars (\$100.00). Renters will be financially responsible for any damages caused by the Renter or Renter's Guests. The security deposit will be used by the 14th Street Y to repair, replace, or pay for any property that is damaged or destroyed by Renter or any participants at the event sponsored by the Renter. If the damage is in excess of the applied \$100 security deposit, the Renter will be responsible for any additional expenses needed to replace or repair the personal property of the 14th Street Y. The Center may retain the full security deposit or any portion to cover any excessive or unusual clean-up resulting from use.

ROOMSET UP

Under the terms of this agreement you are only entitled to the room/rooms stated in this contract. You may expect the room to be set up with the furniture/items requested, but should not expect any items to be removed from rented room. The 14th Street Y will do everything possible to accommodate your special set up requests such as providing tables & chairs, spaces for games, gift table, etc. Some items may not be available on the date of your party and some requests may not be possible. Advanced notice of set-up is recommended to ensure your satisfaction. Please use attached sheet to describe and layout your desires set-up in detail.

GUEST/SECURITY LISTS

A mandatory list of expected guests must be provided one week before your event. Please see attached sheet for details.

MISCELLANEOUS

All persons will check in at the security desk unless otherwise directed. All persons entering the building must be in compliance with established fire regulations, and other regulations imposed by government bodies. Stairways must remain clear in compliance with fire codes.

- Rooms and Studios must be vacated on time. Set-up, breakdown, cleanup, pack-up are all included in the reserved time.
- The client is responsible for set-up and breakdown of decorations and food. This must be done within the allotted time of the studio rental.
- Exact use of space must be explained to management. Amplification of music, drums, and electrical equipment must be cleared when booking space. Dancing in black-soled boots is not allowed.
- Tap dancing is allowed on a limited basis & must be cleared with management.
- The hallways are quiet areas and not to be used for rehearsing or meeting.
- If a representative or group should violate any items of this agreement, the 14th Street Y will have the right to terminate their occupancy immediately.

CLEAN-UP AND DECORATIONS

The 14th Street Y will be responsible for removal of trash and usual clean up. However, Renters will be responsible for cleaning up any areas that as a result of Renter's use will require more than normal clean-up services. Renter will be responsible for removal of any special decorations (tablecloths, candles & candleholders, balloons, etc.) immediately after their event. Use of glitter, silly putty, confetti or any similar decoration in the 14th Street Y is strictly prohibited. An additional equipment maintenance fee and excessive clean up fee of no less than \$50 will be assessed if glitter, confetti or any similar decoration is found in the 14th Street Y as a result of the event sponsored by the Renter.

OUTSIDE VENDORS

Outside vendors and entertainment are allowed but must be approved before your event.



CATERING

Outside caterers are allowed but must be approved before your event. Caterers will not have use of our kitchen, and must bring all food pre-cooked.

REFUND/RAIN POLICY FOR ROOF RENTALS

Reservations for parties and events are non-cancelable or refundable due to rain. Holding/Back up Rooms are available for Rooftop rentals in the event of rain. A member of our Facilities staff will contact you if inclement weather is expected on your event date. Should you choose to continue with your rooftop plans, a Holding/Back Up room with a basic set up will be available for your use. (Basic set up includes tables and chairs. Decorations will not be transferred.)

MONITORS

All Playroom rentals must be accompanied by a room monitor, provided by the 14th Street Y.

WAIVER OF LIABILITY

As consideration for being granted access to space rentals, Renter agrees that the 14th Street Y shall not be held responsible or liable by any Renter or guest for injury to their person or damages or loss of property for any reason. The undersigned, on its behalf and on behalf of all family Renters, hereby voluntarily assumes all risk of personal injury, property loss or damage and/or other damages to the undersigned resulting from or in any way associated with the undersigned (and family Renters') entry upon 14th Street Y property and/or participation in any of the activities sponsored by the 14th Street Y, and further the undersigned, on its behalf and on behalf of all family Renters, hereby releases the 14th Street Y and its officers, agents and employees from every claim, liability, or demand of any kind or on account of any personal injury, property loss or damage, or other damages resulting from or in any way associated with the undersigned's (and family Renters') entry upon property of the 14th Street Y and participation in its activities. This includes, but is not limited to, liability for all damages from the active or passive negligence of the 14th Street Y or its agents. Further, the undersigned confirms he/she has read and understands this release.

The undersigned states that he/she has read and understands the terms and conditions of this Agreement, agrees to be bound by such terms and conditions and acknowledges that he/she has received a copy of this Agreement. It is understood by Renter that this agreement is tentative and not binding until initial payment and this signed agreement is received and countersigned by a representative of the 14th Street Y.

SUMMARY OF CHARGES

TOTAL ROOM CHARGE \$ _____

DATE DUE _____

OTHER /ADD'L CHARGES \$ _____

DATE DUE _____

TOTAL CHARGE \$ _____

(Payable today)

LESS DEPOSIT OF \$ _____

BALANCE DUE \$ _____

Renter Name

Date

Representative of the 14th Street Y

Date

