



## Gallery Space Rental Contract

4709 Harford Rd. Baltimore, MD 21214

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The Cube Cowork gallery rental is \$200/hr Friday-Sunday or \$150/hr Monday-Thursday. Rental includes 60 mins setup before the event and 60 mins clean up. Any time outside of the 60 mins will be charged an hourly rate. Please note: This does not mean that if you pay for an additional hour you still receive an additional hour before that time. A \$200 security deposit is required to hold your event date and time. The security deposit will be returned no later than 3 business days hours after your event. **All rentals are charged a \$75 trash disposal fee. This charge is in addition to the rental fee.**

**Rental area:** This rental agreement is for the gallery space unless stated otherwise in this contract. No guests should congregate in areas that are blocked off with barriers. If renter fails to comply, such security deposit shall be forfeited.

**Conduct:** All renters and their guests are expected to treat our space and staff with respect. The Cube Cowork owners and staff reserve the right to immediately terminate an event if they deem renters and/or their guests' behavior rowdy, disrespectful, unsafe, and/ or inappropriate.

*Example: Event is booked 8am-12pm, Renter is allowed to get in the space at 7:00am to set up and must clean up and leave by 1:00. At 1:01 renter will be charged for the full hour.*

**Venue comes with 10 round tables and 100 banquet chairs**

### Contact information

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

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Event Information

Event Details: \_\_\_\_\_

Date of event: \_\_\_\_\_

Event Start time: \_\_\_\_\_ Event End time: \_\_\_\_\_

Type of event: \_\_\_\_\_

Expected number of people: \_\_\_\_\_

Security Deposit: \$200

Trash Fee: \$75

### Additional rental items:

Rectangle Tables: \$5 each (5 available) \$\_\_\_\_\_

Cocktail tables \$10 each (5 available):\$\_\_\_\_\_

Bar Rental: \$150 (1 available): \$\_\_\_\_\_

Rental fee (+ any additional rental item): \$\_\_\_\_\_ + \$275 (Deposit + Trash Fee) = \$\_\_\_\_\_

***PLEASE NOTE IF YOUR EVENT IS 30 DAYS OR LESS AWAY PAYMENT IS DUE IN FULL***

## TERMS & CONDITIONS

Thank you for booking your event with The Cube Cowork LLC, (the “Lessor”). In this agreement, you, the undersigned, are referred to as “You” or the “User.” To ensure a successful event, please review the following policies that have been established regarding your event. Your signature establishes your agreement to the terms herein. Until we receive this signed agreement, and your deposit has been received, the reservation is not guaranteed and your contemplated event time is subject to booking by another party.

**RESERVATIONS:** A security deposit in the amount of \$200.00 and a signed, approved contract are required to secure event dates and times. Events are treated as tentative until the contract and deposit are received. The deposit will be applied to any charges not covered by the event fee. The security deposit minus any assessed damages shall be returned to the renter 3 business days following the event.

**CANCELLATIONS:** If you choose to *cancel* our service for *any* reason, you *must* provide *written notice* and documentation to The Cube Cowork. Any cancellations made at least 60 days prior to the event will be returned 75% of the payments applied, *minus an administrative fee* in the amount of \$50. Cancellations 30-60 days in advance will be returned 50% of their payments applied minus the administrative fee. All payments are non-refundable to all cancellations made less than thirty days in advance. If you wish to *postpone* your event, you must do so *within* one month's notice. We will gladly work with you to find an alternate date for your party based on availability, however, an *immediate payment* of the *remaining balance* on your reservation, and/or an amount to be determined by the Lessor needs to be made. If a postponement is granted, the cancellation refunds are still based upon your original event date.

**FINAL PAYMENT:** Final payment is due 30 days prior to the date of your event. *If your event is 30 days or less away payment is due in full when you sign your contract.* We accept all major credit cards. No personal checks or cash. In the rare occasion the Lessor should agree to accept a check for payment, all checks must clear the bank 14 days prior to your event.

**SETUP and CLEANUP:** One hour will be provided for set up, with an hour designated for cleanup. Additional time may be purchased at the hourly rate. The Cube Cowork reserves the right to refuse additional time for whatever reason. A pre-event and post-event walk-through of expected conditions of the space at the conclusion of the event shall be completed with the User. The rental space should be cleaned up to look the same way as it did when you first arrived and all trash should be removed. If rental fails to do so, the security deposit will be used to cover all damages and/or general cleaning and janitorial services that will need to take place.

**EVENT CAPACITY:** Renters must abide by the capacity limits of The Cube Cowork. Any violation shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases refunds of the event cost will not be available.

**SECURITY:** The Cube Cowork reserves the right to require the attendance of a Security Company to work your event at an additional charge.

**ALCOHOL, DRUGS & CONDUCT:** All laws, rules and regulations regarding the serving and consumption of alcohol shall be adhered to at the event. No minors shall be served alcohol at the event. There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times.

During underage events, such as graduation parties, underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of The Cube Cowork team members shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases refunds of the event costs will not be available. During events using or selling alcohol, alcoholic beverages must not be taken outside the event space walk. All legal consequences and ramifications are the sole responsibility of the rental party and/or event space.

**LIABILITY:** The Cube Cowork does not assume responsibility for personal property. User agrees to indemnify and hold harmless The Cube Cowork and/or any employee of The Cube Cowork for any loss, damages or other liability, including but not limited to attorney's fees, arising in connection with a) any violation of their terms of this agreement and b) User's event, including but not limited to any accidents (including but not limited to slips/falls on ice, snow, water, spills or other matter, injuries from any use of chairs or other furniture, any decorating preparation) injuries before, during or after the event/party, and any actions brought by an attendee at Event. User agrees to inspect premises prior to the event, and shall assume the risk of using premises, and assumes full responsibility and liability, and agrees to indemnify Lessor for any loss (including without limitation, attorney's fees) arising out of any actions, claims, or suits brought by User or any attendee at event. Users also agree to provide a safe, clean and smoke free environment/area for all event activities. Smoking is not permitted in our facility. Users agree to remain at the party at all times and will handle all discipline and behavior issues with party guests. User understands

that ice, snow, water, or other matter may be on the premises, and agrees to treat such surfaces prior to and during the event and assumes the liability and agrees to indemnify and hold harmless Lessor for any claim, suit or action associated therewith.

**DECORATIONS:** The Cube wants to make every event a special and welcome experience. Therefore every effort will be made to allow the renter to prepare decorations reflecting their creative requirements. *No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or confetti is not allowed on site.* Only low tack tape is allowed on our floors and walls. Any damage will be charged after your event. Decorations and artwork shall be limited to those able to be placed from standing on the floor, no standing on chairs, or other furniture is allowed. User acknowledges that User has been encouraged to obtain Users own liability insurance in connection with the event, and has either obtained such insurance, or has agreed to self-insure for the liabilities contemplated by this agreement.

**DAMAGES:** User will be held responsible for any damages to our property, if caused by any attendee of your event. The Cube Cowork also operates as an art gallery, any damages to the artwork by the User and/or their guests must be paid for in full within 48 hours of the event. User takes full responsibility for its guests and agrees to pay for any repair costs that may be necessary for any damaged furniture or equipment.

**PERFORMANCE:** This agreement is contingent upon the ability of the Lessor to complete the same and is subject to natural disasters, power outages, and any other cause whether enumerated herein or not. User's sole remedy for Lessor's breach of performance of this agreement shall be the return of the security deposit. User agrees to obtain insurance to cover any loss caused by such breach. Customer agrees to the above terms and conditions and shall indemnify and hold Lessor harmless for any damage or loss arising from the scheduled event.

**FOOD/DRINKS:** Users are allowed to bring their own food and drinks. There is no kitchen area for prep.

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound, have caused this Agreement along with the attached Terms and Conditions to be duly executed as of the day and year first hereinabove written.

**The Cube Cowork:**

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

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

Print: \_\_\_\_\_

**FOR RENTERS:**

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

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

Print: \_\_\_\_\_

## Rental Images

Available white laminate bar -

(Removable Vinyl can be placed on the front- renter is responsible for any damages)

