



This contract and house rules agreement should be read carefully by the Renter, as the Renter is responsible for any damages or injuries caused by Renter, its/his/her or their caterer, employees, florist, guest or invitees, with Renter and The SevenFifty Loft (here in after sometimes referred to as Owner) agreeing as follows:

House Rules:

Below are the House Rules and policies - disregarding these policies will result in additional fees.

- › Renter must inspect the premises immediately prior to the function. The Renter accepts the facilities in its current condition.
- › The Renter is completely responsible for the set up in the format desired. Tables and chairs are to be put away and returned in the same manner they were when the Renter took possession.
- › No open-flame candles are permitted in the facility.
- › All garbage must be placed in plastic bags provided in the garbage cans. Under all circumstances the Renter must take out all personal decorations, food, beverage and extra rentals brought into The SevenFifty Loft at completion of event.
- › The building must be left in the same condition as received.
- › No rice, confetti (paper or metallic), glitter, or dangerous substances may be thrown or spread inside or outside of the building. Renter shall be responsible for and hold Owner harmless from any injuries or any persons or damage to any property resulting from the throwing, spreading or use of rice, confetti, glitter or any other dangerous substances inside or outside the building.
- › Items or decorations are not to be attached on the interior or exterior walls unless prior arrangements are made.
- › No smoking is allowed inside The SevenFifty Loft at any time.
- › A cleaning fee will be included in the rental fee to cover the cleaning after the event. Cleaning is coordinated by the Owner to ensure the quality and standards expected. The Renter is responsible for taking all personal decorations, food, beverage and extra rental items. Any items left behind will be assumed as discarded and thrown away.
- › Renter agrees to reimburse Owner for breakage or damage to the property incurred during the time Renter is renting the property. Any breakage or damage caused during the time Renter is in possession of such property will be presumed to have been caused by the Renter or Renters agents, including caterer, guest or employees. A damage fee will be assessed should any damages occur during the rental.

- › If serving liquors, beer, spiked punches or liqueurs the Renter must comply with all applicable federal laws, rules, and regulations of the state of Texas including, but not limited to, rules and regulations of the Texas alcohol beverage commission. Renter is advised that in the event alcoholic beverages are to be served, Renter must hire a TABC certified bartender OR security personnel for the event based on number of guests present. Your licensed bartender will know the legal hour's alcohol may be served and the Renter is responsible to adhere to these hours.
- › Owner requires security personnel when alcohol is served; based upon the number of guests in attendance. All security personnel shall be state-certified police officers. Professional security personnel shall be coordinated and paid for by Renter.

Rental Rates

If you want to book multiple days back to back, please call and speak to a representative.

DAY	TIME	RENTAL CHARGE	HOURS
Monday - Thursday	8am - 5pm	\$100/Hour	2 Hours Minimum
Monday - Thursday	6pm - 12am	\$100/Hour	4 Hours Minimum
Friday	All Day	\$1,300	12-Hour Rental
Saturday	All Day	\$1,800	12-Hour Rental
Sunday	All Day	\$800	12-Hour Rental

**Set up and take down times must be discussed with management prior to rental.*

Cleaning Fees

DAY	TIME	FEE
Monday - Thursday	8am - 5pm	\$50
Monday - Thursday	6pm - 12am	\$175
Weekend (Friday - Sunday)	N/A	\$275

Capacity

MAXIMUM CAPACITY FOR SEATED EVENTS	MAX CAPACITY FOR STANDING EVENTS
75 People	100 People

Additional Charges

DEPOSIT & CANCELLATION GUIDELINES:

- › A 50% deposit of the total rental is required at the time of booking. Renter is responsible for paying the remaining balance at least thirty (30) days prior to booked date.
- › Deposit is non-refundable.
- › If the Renter is booking less than 30 days prior to their event the rental price must be paid in full at the time of booking.
- › Payments will be made on the website through Stripe. Renter is responsible for all banking fees associated with payments.

DAMAGES:

- › Renter agrees to reimburse the owner for any damages discovered to The SevenFifty Loft after the event.

TRASH REMOVAL FEES:

- › Any trash found that was not placed in its designated area will be billed back to the Renter. Renter will be billed \$15 per bag of trash.

LINENS:

- › Linens can be rented through The SevenFifty Loft. Linens are available in Black and White at a rate of \$18 per linen upon request.

Contract Agreement:

I have read the above rules and regulations for an event at The SevenFifty Loft, and I agree to be bound by them.

Renter Name

Date

Renter Signature