

THE  
**LUME**  
EVENT SPACE

- HOST agrees to a contractual start and end time. This time begins when the first person arrives to set up and ends when the last person exits the building and events must be concluded by midnight, unless otherwise approved by THE LUME staff. [Overage of any amount of time will be charged to the credit card on file at a rate of \$200.00 per hour.]
- HOST agrees to arrive at the scheduled start time and communicate if running late. THE LUME will charge HOST an additional fee if HOST does not show up within 15 minutes of the scheduled start time. For each additional 15 minutes that HOST is late, THE LUME will charge HOST \$100.00.
- HOST agrees to remove all personal belongings, decorations, rental equipment, flowers, trash etc. at the conclusion of the event. Please arrange pick-up of personal and/or rented items – they may not be left after the conclusion of event for any reason and will result in an additional cleaning fee charge of \$500.00.
- HOST understands THE LUME is not responsible for any gifts, keepsakes, flowers, personal items, etc. left behind at the conclusion of any event. In the event decorations, packing materials, etc. are left in the venue at the end of the event, a cleaning fee will be deducted charged to the card on file.
- HOST agrees not to move or remove any venue fixtures without full consent of THE LUME. If the green soft seating is moved and not returned to its proper location at the conclusion of the event, HOST will be charged a \$200.00 fee for it to be moved back.
- HOST is responsible for any damages at THE LUME due to negligence, including actions of GUESTS during contracted rental period. [Damages will be charged to credit card on file upon review.]
- HOST understands any attachable decor such as banners, signage, lighting, floral arrangements, must be attached to existing hardware without risking damage to the property in any way. Your method of attachment must be approved by THE LUME prior to set up. Please use zip ties or string to stabilize. No duct tape, command hooks, nails or screws are allowed as it will damage the property and will result in charge to credit card for amount of repair.
- HOST understands that glitter, rice, silly string, or tinsel is strictly prohibited. HOST will be charged an additional cleaning fee of \$500.00 to the card on file if these items are left on the ground concluding the event.
- HOST understands tobacco use or smoking, including vaping and hookah or chewing tobacco, is strictly prohibited on the premises of THE LUME by any persons. Smoking may occur 20 feet away from the building and all cigarette butts must be discarded in proper container.

- HOST understands THE LUME is not rentable to third party events, events requiring a cover-charge for profit or open to the general public.
- HOST is responsible for communicating Venue Agreements to other vendors hired for their event.

## **SPECIAL DATES AND RATES**

- The Venue is unavailable for rent on Thanksgiving Day and Christmas Day.
- The Venue can be rented on these dates for a rate twice the standard rate: New Years Eve, New Years Day, July 4<sup>th</sup>, Christmas Eve, and Easter Sunday.

## **EVENT LIABILITY INSURANCE**

- HOST understands Event Liability Insurance is required for any events over 50 people that will be serving alcohol. DAYCLUB MODERN WORKSPACES, LLC must be listed as certificate holder (additionally insured) for \$1,000,000.00. "HOST LIQUOR LIABILITY" is required on policy with no exceptions. This measure protects the HOST in the event of an unintended accident related to the event.
- This may be purchased through your current insurance provider or online through companies such as [www.theeventhelper.com](http://www.theeventhelper.com) and [www.specialeventinsurance.com](http://www.specialeventinsurance.com).
- We strongly suggest purchasing wedding insurance to cover any expenses relating to the postponement of your wedding.
- HOST understands Liability Insurance is due to THE LUME 48 HOURS prior to event date.

## **ALCOHOL POLICIES**

- Alcohol consumption on the premises must be authorized by THE LUME.
- THE LUME has zero-tolerance policy for under-age drinking. It is illegal and authorities will be contacted.
- Sneaking in alcohol unbeknownst to THE LUME during any type of event will result in forfeiture of space without refund.

## **SECURITY**

- THE LUME is determined to provide a safe and family friendly venue. If HOST's guest list consists of 50 or more persons with the inclusion of alcohol OR 100 or more persons without alcohol, additional security charges will apply at a rate of \$120.00 per security guard. [See Event Coordinator for details] In regard to the safety of our guests, our establishment, and neighboring establishments; THE LUME and the security team reserve the right to determine anyone or anything to be excluded and/or removed from the event.

- Events planned for minors require a minimum of two adult chaperones, to be provided by client, for every 20 minors.

## CANCELLATIONS

- Event Reservation Fee Down Payments are non-refundable and non-transferrable to another date. If you would like to reschedule your event, the new date will be treated as an entirely new event and your original down payment will not transfer to hold new date.
- Cancellations within 14 days of the event date will forfeit the total rental fee.
- THE LUME reserves the right to postpone any event due to safety concerns.
- THE LUME retains the right to cancel any event for any reason.

## BOOKING

Dates will only be reserved when the following have been submitted:

1. Signed Event Rental Agreement [this document].
2. Reservation Fee Down Payment of 50% or Payment in Full if event is less than 14 days out.
3. Copy of host ID .
4. Copy of Credit Card.
5. Remaining Reservation Fee required 14 days prior to Event Date.

Host Name: \_\_\_\_\_ Host Email: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Host Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ What's the Occasion?: \_\_\_\_\_

Start Time (when the first person will arrive to decorate): \_\_\_\_\_

End Time (when the last person exits the building): \_\_\_\_\_

Total Number of Hours: \_\_\_\_\_ Number of Expected Guests: \_\_\_\_\_

Billing Address: \_\_\_\_\_ CVV: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

\*\*\*Please include a photo copy of your Driver's License and Credit Card in your email submission.

<b>Pricing Tier</b>	<b>Price</b>	<b># of Hours</b>	<b>Total (Price x Hours)</b>
Business Hour Pricing (M-F from 8am-5pm only) Two hour minimum during business hours.	\$125 / hour		
Nights / Weekends Pricing Four hour minimum on nights and weekends.	\$175 / hour		

<b>OPTIONAL Add-Ons</b>	<b>Price</b>	<b># Needed</b>	<b>Total (Price x Qty)</b>
Additional Chairs (50 included)	\$4.50 each		
Additional Tables (10 included)	\$20 each		
Tablecloths	\$20 each		
Silverware	\$2 per set		
Cloth Napkins	\$2 each		
Dinnerware (white glass plates and bowls)	\$3 per set		
Coffee and Tea Package	\$1 per person		
Full Balloon Arch (5 colors max, stand included)	\$300 per arch		
Half Balloon Arch (3 color max)	\$150 per half		

Full Balloon Florals	\$100		
Half Balloon Florals	\$50		
Shimmer Wall	\$200		
Balloon Stand (no balloons included)	\$100		
Bounce House	\$300		
Event Helper (a staff member to stay throughout the entire event to assist)	\$50 per hour		

Total Reservation Fee (totals from both tables above): \_\_\_\_\_

Reservation Fee Down Payment (50% of the Reservation Fee): \_\_\_\_\_

\*\*If the Event Date is more than 14 days out, the card on file will be charged a 50% Down Payment today to book the reservation, and the remaining 50% balance will be automatically charged to the card on file 14 days prior to the Event Date. If the Event Date is less than 14 days out, the card on file will be charged for the full reservation fee today to book the reservation.

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_