



WILD GOOSE CREATIVE

CREATIVITY. COMMUNITY. HOSPITALITY. EDUCATION.

## SPACE RENTAL TERMS AND AGREEMENT

**FEES** - \$90 for the first three hours, \$15 each additional hour. A 50% non-refundable deposit is required to secure calendar date. Rental time includes set-up, tear-down, and clean-up of space. Total rental cost and dates will be outlined on separate invoice.

**RENTAL INCLUDES** - Use of kitchen and serving dishes/utensils, bathroom, tables, chairs, portable projector screen, and rolling craft carts. Use of the sound and lighting equipment is allowed only if a knowledgeable lighting or sound tech is present to handle the equipment. You may hire a Wild Goose Creative tech or bring your own. The tech must consult with Wild Goose Creative prior to using the sound and lighting equipment.

**RENTAL DOES NOT INCLUDE** - Music source (computer iPod, CD Player), use of storage area, removal of the art gallery/pieces or any furniture from the space, or clean-up of space.

**CATERING** - Outside catering and beverages are allowed in the space. However, the sale of alcoholic beverages is prohibited, and no alcoholic beverages will be served to guests under 21.

**DECOR** - Decorations are welcome, but must be removed at the end of the event. Candles may be used if they are enclosed in proper containers, well-tended, and thoroughly extinguished at the end of the event. Nothing may be nailed to the walls of the space and all fasteners must be temporary and non-destructive.

**LIABILITY** - The renter assumes all responsibility for the condition of the premises, and furniture and fixtures therein, and shall indemnify and hold harmless for any damages thereto. The space shall be left as found at the end of the rental period. The renter shall hold Wild Goose Creative, Inc. harmless for any liability or responsibility for any personal injury or damage as a result of negligence, omission or mistake of renter and his/her guests, invitees and licensees.

**CANCELLATION:** We require 3 weeks notice of a cancellation prior to the rental day or the renter will be charged for 50% of the rental fee.

# EVENT DETAILS

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Time of Event (including set-up, event, and tear-down): \_\_\_\_\_

Include event on public event calendar at wildgoosecreative.com? YES or NO

(If 'YES,' provide a title for your event and email a few sentences of information to info@wildgoosecreative.com.)

Please circle the items that you will be using for your event:

Tables                                      Kitchenette                                      Chairs                                      Linens (\$20 cost)

Sound System/PA (Requires a knowledgeable tech; you may bring your own or hire ours)

Special Lighting (Requires a knowledgeable tech; you may bring your own or hire ours)

Sound/Lighting Tech Help (Contact info@wildgoosecreative.com for rates)

Special Requests: \_\_\_\_\_

EVENT ELEMENTS: We want to help you by providing space for a great event. However, we remain liable to our landlord, our neighbors, and our mission. We want to know about any element of your event that is potentially dangerous might impact our neighbors, or would greatly limit the audience the event would be appropriate for. If your answer to any of these items changes during the planning phases of your event, it is your responsibility to let us know. Failure to alert us of any of the following may result in the cancellation of your event, either prior to, or during, the time rented, and may, at our discretion, result in the forfeiture of your rental fee and the cost for any damages incurred by Wild Goose Creative. **These elements are not necessarily prohibited; a "yes" answer does not mean your event does not belong in our space.**

Please circle the elements below that your event may include.

- |  |   |
|--|---|
| Fire, candles, or flammable items            | Weapons   |
| Cooking                                      | Difficult to clean party decorations (confetti, silly string, etc...) |
| Special Effects (smoke, fog, strobe, etc...) | Loud or excessive noise   |
| Objects being thrown                         | Use of the dividers   |
| Alcohol                                      | Items hanging from the ceiling or walls                               |
| Corrosive chemicals                          | Blocking of a parking space in front or back                          |
| Excess water                                 | Out of the ordinary use of the parking lot or sidewalk                |
| Animals, reptiles or birds                   | Paint or stain  |
| Nudity or images of nudity                   |   |
| Building materials or tools                  |   |

*Please note that the space must be returned to its original condition regardless of what your event includes.*

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I have read and agreed to the terms outlined in this Rental Contract:

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

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

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