



"The room where change happens"

The members of Studio G "Events" team wish to thank you for considering our property during your upcoming retreat, gathering, workshop, reception, etc. We will do our part to offer a facility and environment that is suitable for your needs. If any questions remain unanswered upon review of this agreement, please let us know. We want to assist so your preparations may all go according to plan. Thank you.

Large Room: holds 150-300 people depending upon set up

- \$70/hour Monday-Thursday
- \$70/hour. (3) hour minimum Friday-Sunday . Complimentary 1 hour set up and 1 hour break down included in

Small Room: holds up to 75 people depending upon set up

- \$50/hour Monday-Thursday
- \$50/hour. (3) hour minimum Friday-Sunday . Complimentary 1 hour set up and 1 hour break down included in

- Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, coordinator, florist, etc.

- The room must be vacated of all persons and belongings by the time specified on the Conference Room Request Form. A \$10 fine per every 15 minutes will be assessed if the facility is not vacated on time. _____

Group and Event Information

Group/ Entity Name: _____ Contact Name: _____

E-Mail: _____ Phone: _____ Fax: _____

Street Address: _____

City, State, Zip: _____

Date of Event _____ Time _____ (with Set-up/Break-Down)

Available Equipment or Services Upon Request. Tables and chairs must be rented from Studio G "Events". You may provide your own tables and chairs; however approval is needed from Studio G "Events"

Item	Fee	Notes
Rental Hours	\$60/hour	
Table (5ft Round)	\$6.00/table	
Table (8ft Long)	\$6.00/table	
Chairs	\$1.00/chair	
Linen BLACK or White	\$5.50/table	
Security (Mandatory depending upon nature of event)	\$35/hr (2 hour minimum)	

Chair/Table Set-up Fee (optional)	\$50	
TOTAL COST		
Beer and Wine Permit	\$200.00	
Security Deposit	\$150.00	

Rental fee is determined by (hours of usage, equipment request, security (if applicable), all other fees involved)

All fees (deposit, balances, etc.) must be cash or credit if received less than 2 weeks prior to the event.

Rental Deposit (50% Total Cost due at time of Reservation) _____

(\$150.00) Security Deposit (100% due at time of Reservation) _____

(\$200.00) Wine/Beer Permit (100% due at time of Reservation) _____

Rental Fee(s) and Deposit(s)

Deposit Date _____ **Total Deposit (%50 total cost, 100% security deposit and %100permit cost)** _____

Balance Due Date (Must be paid before access is given) _____ in the amount of _____

Security Deposit Refund

Pending approval in the amount of \$150.00 - _____ (any fees/violations)

Security Deposit amount _____

Security Deposit Refund Date _____

Studio G "Events" Representative _____

Applicant _____

Equipment Policy

- Studio G "Events" does not provide sound system rental. _____
- Applicants are responsible for the repair of any damage incurred to Studio G "Events" equipment while in the group's use. _____
- Applicants may bring their own audio equipment or use outside vendor. Studio G "Events" offers no guarantee of compatibility of outside equipment. _____
- If additional equipment is required, group is responsible for arranging rental of the equipment, set-up and dismantling. Delivery and pickup must be within the hours of the group's paid schedule.
- Studio G "Events" offers chairs and tables for rent, however applicants are responsible for set up and break down of all equipment. _____

Rental Policy

All deposits/rental fee(s) must be submitted with signed Conference Room Request Form and Conference Room Rental Contract and Policies Form to reserve the conference room.

Deposit Requirements

A \$150.00 refundable security deposit will be required to ensure proper care is taken with respect to the room and equipment. In the event there are no violations of the rental policy, damage to the facilities and equipment, or excessive cleaning required the deposit will be refunded within one week after your event. Security deposit and one-half rental fee(s) must be paid sixty (60) days in advance of scheduled event. Final payment of rental fee(s) will be due thirty (30) days in advance of scheduled event.

Alcohol Policy

An additional cost of \$150.00 will be charged for events where beer and wine is served. Requests to serve beer and wine (no other alcohol is allowed) must be approved by Studio G "Events" prior to your event. If no prior approval is given, and the applicants serve beer, wine, alcohol, etc. the \$150 security deposit will be forfeited. Beer and Wine can be approved only if \$150.00 is paid 3 weeks prior to your event._____

Applicant must sign alcohol waiver if alcohol is not going to be served.

Cancellations, Changes and Refunds

Cancellation Policy applies to cancellations made for ANY reason.

- Refunds are not issued for unused hours or equipment._____
- Less than 15 days notice: a \$200 cancellation fee._____
- Less than 60 days notice: a \$150 cancellation fee._____
- Earlier cancellations: a full refund of deposited funds, minus \$75.00 processing fee. _____
- Studio G "Events" accepts no responsibility for cancellations due to inclement weather, natural disasters or other acts of God. All of the above restrictions and penalties may apply._____

Facility Setup/Clean up

- Renter is responsible for the cleanliness of the facility upon conclusion of the event; a cleaning fee of up to \$75.00 will be assessed if the studio is not returned to its original state. Sweeping and chair, table and equipment take-down will be the responsibility of the renter._____
- No used materials or trash is to be left in the facility._____
- Leftover food and trash must be disposed of by the renter._____

Decorations and Signs

- All signs, posters, tape, and decorations must be removed. _____
- No gooey tape, tacks, nails, staples are to be used on the studio room walls and/or furniture. _____
- No candles or open flames are permitted, except with proper care in the use of chafing dishes or other catering-related items. _____
- In the event proper authorization is not received and damage results, the full cost of repair and/or replacement will be charged to the renter. _____

Noise and Loud Music

- All studio attendees must be considerate of businesses surrounding the studio and other guests. Any behavior or activity considered disruptive or harmful to adjacent businesses or other guests must honor any request to cease. Music for the purpose of entertainment or dancing may be permitted with prior approval from Studio G "Events management." _____

General Rental Information

- Studio G "Events" will not assume responsibility or liability for personal property and equipment brought onto or left on the property.
- An authorized representative, from the rental party, must remain on the premises throughout the period it is reserved. Groups composed of youth (under the age of 18) must be supervised at all times by at least one adult for each sixteen (16) youths.
- This is a non-smoking facility. Designated smoking areas are available outside.
- No pets are permitted inside or outside of the facilities on the property.
- Studio G "Events" does not supply ladders, extension cords, supplies, etc. for the applicants use.
- Any matters not specifically covered in this agreement shall be subject solely to the discretion of Studio G "Events"

Studio G "Events" should have full power in the matter of interpretation, amendment and enforcement of all said policies, and any such amendments when made and brought to the notice of the applicant shall be and become part of hereof as though duly incorporated herein and subject to each and every one of the terms and conditions herein set forth. The undersigned, hereby agrees to be responsible for any damages to the facilities occurring and by this uses, and agrees to take responsibility of all the conduct of all persons attending their function. The applicant also agrees to indemnify Studio G "Events" and their respective, officers, agents, employees, from and against all bodily and personal injury, loss, claims or damage to any person or property arising in any way from the use or occupancy of the facilities herein contracted by the applicant, its employees, agents, licensees, contractors, invitees. The undersigned has read through this agreement and agrees to comply with the rules and regulations listed therein.

Applicant's Name _____

Applicant's Signature _____ Date _____

Studio G "Events" Representative _____

Studio G "Events" Representative's Signature _____ Date _____



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No Alcohol Will Be Served Waiver

Responsible Party Name: _____

Phone: _____

Date of the Function: _____

Function Type _____

I understand that I am responsible for the following: **(initial)**

_____ Alcohol will /will not be served at this function (serving alcohol at your event requires a temporary beer/wine permit from the Indiana State Excise Police).

_____ Alcohol will not be procured from an off-base source for this function.

_____ Alcohol will not be sold at this function.

_____ Guest will not be allowed to bring alcohol onto the premises.

_____ Applicant understands if alcohol is found on the premises during my event, my event can be shut down.

_____ Applicant understands that if my event is shut down, I do not receive a refund of any kind.

_____ Applicant understands if no prior approval is given, and alcohol of any kind (including opened/unopened containers, etc,) is found on the premises the \$150.00 security deposit will be forfeited to Studio G "Events".

Your Signature

Date

Studio G Representative

Date