

EVENT SPACE APPLICATION & AGREEMENT

CONDITIONS AND RESPONSIBILITIES OF RENTER

Event Date: _____ Set-Up Time: _____

Event Start Time: _____ Event End Time: _____ Wrap Time: _____

Event Name: _____ Number of Attendees: _____

Desired Rental Space: Parlor (Capacity: 49) Covered Porch Adjacent Yard

Client(s)/ Corporation Name: _____

Address: _____ City: _____ State: _____ Zip _____

Contact: _____ Company: _____

Primary Phone: _____ Secondary Phone: _____

Email address: _____

NOTES:

- “Wrap time” refers to the agreed upon time the booking party must have the event space returned to it’s original condition and ready to leave the space.
- Rental rates will be on your invoice(s).
- A signed contract and date-hold deposit in the amount of 200.00 must be received to reserve your date(s) and time(s).
- The balance of your space rental fee is due thirty (30) days prior to your event.

Payments should be made to Octavia’s Dream LLC. Cash and major credit cards are accepted.

No refunds of the space rental fees will be paid 25 days prior to an event, as your agreement to rent Octavia’s Dream LLC Events space on this date may cause the loss of additional bookings or business.

Reserved food and beverage catering, or rentals outside of Octavia’s Dream LLC are subject to your separate agreements and contracts. Please read the material below to make sure all parties understand the requirements of providing for everyone’s safety and keeping Octavia’s Dream LLC a well maintained and safe location for future use.

Please initial and date the following pages.

Acknowledged, Agreed and Authorized by Primary Contact/Renter

Date

Acknowledged and Agreed by Octavia’s Dream LLC

Date

EVENT SPACE APPLICATION & AGREEMENT

CONDITIONS AND RESPONSIBILITIES OF RENTER

DEPOSIT/RENTAL FEES

A signed contract and 200.00 date-hold deposit must be received to reserve your date(s) and time(s). The balance of your space rental fee is due thirty (30) days prior to your event. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

Catering Policy

Octavia's Dream LLC does NOT cater meals, however renters may bring in catering. Renters are responsible for any damages caused by vendors on the Octavia's Dream LLC premises.

Caterers must remove all trash, composting and recyclables from the site. All trash must be collected, properly bagged, and removed by the caterer or party renting the space. Failure to remove or clean will result in additional fees to renter.

Kitchenette Policy– The Octavia's Dream LLC kitchenette is production space and is available to be used for final food presentation, (heating & warming) plating, and bussing. Please note Octavia's Dream LLC does not provide dishes, glassware, pots, pans, knives, or utensils. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event.

Decoration Policy

Octavia's Dream LLC wants to make every event here a special and welcome experience. Therefore every effort will be made to allow 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 foil (non-paper) 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.

Conduct Policy

There is absolutely no drug use of any kind tolerated on premises or within 1500 feet of the building 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 Octavia's Dream, LLC 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. All legal consequences and ramifications are the sole responsibility of the rental party and/or event

Contact/Renter Initials: _____ Date: _____

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

CONDITIONS AND RESPONSIBILITIES OF RENTER

CAPACITY

Parlor building - occupancy 49

Live Music/DJs/Noise Policy

Octavia's Dream, LLC is fine with music and dancing. Please be aware the premises are located near residential units and therefore neighborhood noise regulations do apply. In the event the renter's event creates a disturbance due to high noise volume, Octavia's Dream LLC team members have full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at Octavia's Dream, LLC discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter. The renter will also be solely responsible for any fines or fees associated with noise ordinances. Loud music must end by 10 p.m. Additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors: however additional time is never guaranteed and events may not be advertised and/or promoted as such.

Cancellation Policy

Date-Hold deposit is non-refundable.

From 25 days prior to event: No space rental payment(s) will be refunded.

LOAD-IN/LOAD-OUT AND STORAGE

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier. Note: It is not the responsibility of Octavia's Dream, LLC to ensure that pick-ups or deliveries are scheduled and executed.

CLEANING, TRASH, AND EQUIPMENT REMOVAL

Octavia's Dream, LLC will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. All rental equipment must be removed immediately following your event.

Contact/Renter Initials: _____ Date: _____