



## USE AND RENTAL AGREEMENT

### FULL SPACE RENTAL (Sundays and Mondays only)

- **\$150 rental fee up to 2 hrs**—additional time will be charged \$50/hr (flat, full hour rate only)
- **Minimum \$90 bar tab required** (*if total tab is below \$90, a \$90 tab must still be paid; over \$90 is paid as such*)
- **Staff fee of \$15/hr for each staff member** according to the following:
  - up to 30 guests—2 staff members
  - 31-59 guests—3 staff members
  - 60+ guests—4 staff members (90 maximum guests allowed; seating available for 75)
- **Additional time** will be charged \$50/hr (flat, full hour rate only), and an additional \$30/hr bar tab

**BACK ROOM RENTAL (During open hours only)** - This allows exclusive use of the back room space, marked as “Reserved”, with the understanding that the space cannot legally be closed off by any barrier, and that staff members make repeated trips to the back storage room throughout open hours and cannot be impeded. Seating available for up to 24, maximum capacity 35. One 6’ folding table is available for use.

- **\$50 (Oct-Apr)/ \$75 (May-Sep) rental fee up to 2 hrs**
- **Minimum \$60 bar tab required** (*if total tab is below \$60, a \$60 tab must still be paid; over \$60 is paid as such*)
- **Additional time** will be charged \$50/hr (flat, full hour rate only), and an additional \$30/hr bar tab

### Allowances and Expectations of Use:

- **FOOD:** Foods may be carried in or delivered. No alcohol is permitted on the premises of Kast Iron Soda Works. Consideration will be given only to private, full space rental and on a case-by-case basis.
- **SET-UP:** For **full facility rental**, set-up and/or catering is allowed to enter up to 30 minutes prior to the event start time. If more time is needed, that time will be added to the facility rental fee and charged according to the indicated rate. For **back room rental**, no extra set-up time is available. All set-up and clean up is to be included within the rental time.
- **CLEAN UP:** Trash should be collected and placed in trash receptacles before leaving. If additional bags are needed, please notify staff—do not stack pizza boxes, etc. on floor. Tables and chairs that were rearranged should be returned to their original position. Staff will remove trash bags to the dumpster.
- **DAMAGE:** Should any damage to the indoor or outdoor property of Kast Iron Soda Works occur by the event hosts, guests, or anyone at Kast Iron Soda Works working on behalf of the event hosts, the cost to repair/replace items or property will be the responsibility of the signatory of this agreement.
- **CANCELLATION:** Please notify of cancellation at least 24-hrs in advance in order to have your deposit refunded. Less than 24-hr notice of cancellation will forfeit the deposit to Kast Iron Soda Works.

## Personal Information

Name: \_\_\_\_\_ Best phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

## Event Information

Rental Request Day/Date: \_\_\_\_\_ Rental Start/End Time: \_\_\_\_\_

Event: \_\_\_\_\_ Expected No. of Guests: \_\_\_\_\_

### **Desired Rental:**

**Full Facility Rental** (Sundays and Mondays only) - \$80 deposit required

**Back Room Rental** (During open hours only) - \$35 deposit required

### **Additional Notes:**

*I have read and agree to all the terms regarding Allowances and Expectations of Use of Kast Iron Soda Works as an event venue. I will not hold Kast Iron Soda Works liable for any injury occurring before, during or after the event on Kast Iron Soda Works' property.*

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

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

*\*Attach copy of deposit receipt to application*

### **Office Use Only:**

Event rental agreement accepted on desired day/time: Yes \_\_\_\_ No \_\_\_\_

Deposit collected\*: \$ \_\_\_\_\_ Cash \_\_\_\_ Credit Card \_\_\_\_ Rental balance due: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Accepted by: \_\_\_\_\_

### **Day of event**

Rental balance: \$ \_\_\_\_\_

Staffing fee (full fac): \$ \_\_\_\_\_

Bar tab (or min.) \$ \_\_\_\_\_ Total due: \$ \_\_\_\_\_