

Studio Event Rental Agreement

This is a binding agreement between Big Door, Inc. (Big Door) and the below-signed individual representing the named entity (Renter). Agreement is binding upon both. By signing, Renter understands, and agrees to abide by the conditions and terms described herein, unless explicitly noted in the Estimate:

INSURANCE REQUIREMENTS and NOTIFICATIONS ABOUT ALCOHOL USAGE

- Renter must furnish Big Door with certificate of insurance naming Big Door, Inc. as additional insured and loss payee under renter's comprehensive general liability policies.
- Comprehensive general liability must be in an amount not less than: \$1,000,000/\$1,000,000 covering Bodily Injury and Property Damage Liability.
- Policy must include Host Liquor liability if any alcohol is served.
- Primary Wording / Waiver of Subrogation must be included.
- For Renters w/o existing event insurance, we recommend, "Event Helper" at <https://www.theeventhelper.com>
- All licensed and Insured vendors must issue certs naming Big Door, Inc. as additional insured (see catering and alcohol section).

TERMS

- A check or credit card deposit for 50% of the estimate is required to reserve the studio.
- **The 50% deposit, noted above, is non-refundable.**
- The deposit will only include 50% of the base studio cost and will not include additional rentals.
- The remaining balance is due in full, 21 days before the first Rental day and payable via check or credit card.
- This payment date will be noted on your estimate.
- Any Credit Card payments over \$2,000, will incur a 3% service fee.
- If Renter's Rental date is within 21 days of the contract execution, Renter must pay a 100% **Non Refundable** deposit and the deposit must be received within 24 hours of contract execution.
- A \$750 security deposit is required for all Rentals and if by check, must be received at least 72 hours before the first Rental date. Otherwise, an additional \$750 hold will be placed on the provided credit card to serve as the security deposit.
- The security deposit or it's balance will be released and/or mailed back within 48 hours of the next business day, following the last Rental date.
- Any additional charges which are incurred during the Rental, are drawn from the deposit. Funds due over the deposit amount, are due net 15 from the last Rental date.
- Renter is liable for any and all costs, including legal fees, incurred by Big Door in an effort to collect past due charges.

LEGAL

- Renter shall indemnify and hold harmless Big Door and/or parent company, and/or subsidiaries, and/or affiliated companies for any injuries sustained or incurred by ANY person whether or not said person or persons is employed by Renter or Big Door, due to the negligence of the Renter, Guests, Customers, Clients, Participants or its Affiliates and from any and all liabilities, claims, damages, costs, expenses, and lawsuits.
- Big Door shall indemnify and hold harmless Renter and/or parent company, and/or subsidiaries, and/or affiliated companies, from any and all liabilities, claims, damages, costs, expenses, and lawsuits, due to the negligence of Big Door.
- Renter assumes full responsibility for loss and/or damage to any property or equipment — whether belonging to Big Door, our Agents, Renter or others — due to Renters actions or negligence or the actions or negligence of the Renter's Guests, Clients or Participants during the Event. Big Door is not responsible for articles left behind by the Renter or the Renter's Guests, Clients or Participants.
- Big Door is not responsible for any lost, damaged or stolen items form the Renter, Guests, Customers, Clients, Participants or its Affiliates.

RESPONSIBILITY

- Renter will be sent an Event Rider Document the week before their event confirming logistical details. This rider must be signed in agreement, no later than 48 hours prior to commencement of the first Rental date.
- The studio, and all equipment and facilities must be returned in their same condition upon completion as received upon the start of the Rental.
- All equipment and materials must be returned to their proper places, trash removed and the studio and facilities left clean. A charge of \$350 may be assessed to clean the facility or return equipment if not handled by the Renter. All trash must be securely tied in plastic bags and not placed loosely in the dumpster. A fee of \$350 may be charged if trash is not securely tied in plastic bags and placed in the dumpster provided.

RESPONSIBILITY (continued)

- Big Door is a non-smoking facility. Any smoking must be done off studio property or in a designated outdoor area determined by event managers. All cigarette butts must be extinguished and disposed of.
- Candles: All wax candles must be in an enclosed glass container at least 3" wide by 5" tall. Any candle wax that is spilled must be cleaned up prior to departure. LED or oil cartridge candles do not require specific containers. Otherwise, no open flames allowed.
- No illicit drugs, weapons, or underage drinking is allowed on our premises at anytime and it is the responsibility of the Renter to ensure these rules are strictly enforced.
- Renter is responsible for securing and protecting Big Door property, keeping fire exits clean and open and ensuring the safety of the Renters, Guests, Customers and Clients.
- As a Renter, I am only receiving a license for the agreed upon venue space which may be limited to the rental time that has been reserved and paid for. Big Door may restrict your access to the premises for any reason immediately before and after your rental time has started and expired. Big Door does not permit overnight storage for Host or Host's vendors.
- Renter must not act in a manner that, in the Big Door's sole discretion, does or is likely to adversely affect the peaceful operation of the premises.
- Renter will not use the premises for illegal purposes or in any manner that could tarnish the reputation of the Big Door or their premises.
- Renter will not tamper with, borrow, or remove any property kept on the premises.
- Renter will not cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the premises.
- Renter understands that they must maintain the rental area and the common areas of the premises in a neat, clean and sanitary condition.
- Renter will be held solely responsible for the agreed upon rental area, including any common areas.
- Renter will be held accountable for any injury or damages sustained during the duration of the rental and occupancy on the premises.
- Renter will be held liable for any guest, invitee, or visitor actions on the premises. Any signs, symbols, or other objects displayed on the premises must be approved by Big Door and must be removed immediately following the duration of the reservation.
- Renter will not have access to the equipment room, tech room, conference room, supply room, the 6 private offices, or the corridor that attaches the Great Room to the Studio unless in the event of an emergency.

CATERING AND ALCOHOL

- Only licensed catering companies are allowed to serve food at Big Door.
- All Catering companies need to provide proof of active license and add Big Door as additional insured on their policies.
- Catering Companies must notify Big Door for approval if they are planning to use any device for cooking that is not already included in the Big Door facility (fryers, grills, external ovens, etc..)
- We do not allow any Events where Guests directly pay for alcohol at the Event or pay indirectly thru an entrance fee, ticket charge or any other indirect means. Exceptions are made for certified non-profits on a case-by-case basis, and non-profits must obtain proper insurance and ABC event licensure.
- If Alcohol is being served, Big Door may require at least one Host Security Person, at a flat rate of \$250 for 4-6hrs (\$50/hr after 6 hrs).
- If Alcohol is being served with minors in attendance, Big Door may require a Host Security Person to ID all Guests and provide wristbands for all legal drinkers. Big Door can provide wristbands at .20/band. Big Door has the right to shut down the bar if any minors are consuming alcohol.
- Alcohol may not be served from glass containers of any kind and must instead be poured into plastic or non-glass serving cups. Beer bottles are not permitted.
- All Bartenders must be hired and actively licensed to serve alcohol. Bartenders may not be Guests.
- Bartenders are required to shut off Guests who appear drunk and immediately notify Big Door staff and/or Security
- Big Door has the right to evict any Guests who are drunk or acting in an adverse manner.
- Big Door has the right to stop the serving of alcohol at any time if the bartenders repeatedly fail to stop serving alcohol to drunk or unruly guests

RENTAL TIMES/IMPACT

- Studio rental rates (including Event Manager) are based on a 12-hour day, unless otherwise stated in estimate.
- Rental day begins at first crew member's call and ends when Event Manager locks studio and facility has been fully cleaned and returned to it's pre-rental condition.
- Host will need to factor at least 90 minutes at the end of the 12-hour day of the event to clean and return the facility to it's pre-event condition. We request that the last guest leave at/by the final 90 minutes of the 12-hour day for cleaning and re-set of facility.
- All Events must be wrapped by 11pm on the weekdays, for a 12:30am closure. If the event ends at 11pm, the bar will give last call at 10pm for a bar closure of 10:30pm when the facility lights will be turned on to assist with guest exit by 11pm for facility cleaning.
- All Events must be wrapped by 12:30am on the weekends for a 2am closure. If the event ends at 12:30am, the bar will give last call at 11:30pm for a bar closure of 12am when the facility lights will be turned on to assist with guest exit by 12:30am for cleaning.
- Rental Estimate is based on having up to 350 people. No additional people are allowed without additional charges.
- Studio Overtime is charged at \$400 per hour, rounded up to the nearest quarter hour.
- If Big Door has more than two Staff on site, the OT rate increase \$50/hour per additional Staff person

AGREEMENT

- By signing below, Renter confirms and agrees to all terms above and acknowledges the receipt of the Big Door Studio Estimate in addition to this Agreement, and agrees to pay the rate listed in the estimate for all services rendered.

Renter, Signature: _____

Date: _____

Renter, Print: _____

Company: _____

**Venue Rules;
(Please Initial)**

- Renter assumes full responsibility for loss and/or damage to any property or equipment

- Only actively licensed catering companies are allowed to serve food at Big Door. Catering Companies must notify Big Door for approval if they are planning to use any device for cooking that is not already included in the Big Door facility (fryers, grills, external ovens, etc..)

- Big Door Security Host must be hired for \$250. Exceptions include small footprint parties. A designated bartender is required to serve alcohol. No self-serve.

- No cash bar and no tickets to the event unless client is a registered charity and has an event license from the ABC.

- A charge of up to \$350 may be assessed to clean the facility or return equipment if not handled by the Renter. All trash must be secured in plastic bags and not placed loosely in the dumpster.

- Big Door is a non-smoking facility. Smoking is only allowed outside in designated areas.

- No confetti, streamers, bubbles or glitter. Balloons are permitted however Host will be charged \$25 for every balloon that needs to be pulled from the ceiling.

- No gum may be chewed by clients, guests or vendors while on Big Door premises.

- All wax candles must be in an enclosed glass container at least 3" wide by 5" tall. Any candle wax that is spilled must be cleaned up prior to departure. LED or oil cartridge candles do not require specific containers. Otherwise, no open flames allowed.

- Only command strips or painters tape allowed on walls and floors. No duct tape or scotch tape or any product that leaves a mark.

- Your day is 12 hours long. All Events must be wrapped by 11pm on the weekdays, for a 12:30am closure. All Events must be wrapped by 12:30am on the weekends for a 2am closure. OT \$350 per hour, rounded up to the nearest quarter hour.
