



- I. ASSIGNMENT OF FUNCTION SPACE: The event space set forth above has been reserved based upon your expected needs. We reserve the right to substitute a comparable space, or to assign different space in the event of unscheduled/emergency maintenance, or other issues beyond the control of The Urban Event Spaces. You agree to confirm with us the assigned event space before printing any materials listing specific meeting or event locations.
 - A. The times indicated in the agreement include setup and teardown/clean up times.
 - B. You agree to have your guests; invitees and other persons vacate the premises at the closing hour indicated in your agreement. Additional hours after the contracted time will result in a charge of \$500 per hour, unless the reservation was contracted at an hourly rate instead of package pricing.
 - C. The Urban Event Spaces does not allow sub-leasing of contracted space.
 - D. Rehearsal events are considered as a separate event, based upon availability, and require an additional rental agreement.
 - E. A minimum of 4 hours is required for all rental reservations.
- II. CLEAN-UP FEE: All reserved rooms should be left in a neat and orderly fashion; free of debris, trash and decorations. Client agrees to remove trash from the reserved rooms and dispose of in the dumpster behind the venue; floors and tables cleaned; and no items left in any rooms or bathrooms. If this is not completed The Urban Event Spaces may assess a minimum clean up fee of \$500.00, which will be withheld from the security deposit. No personal or vendor items will be kept, held, or stored and any items left behind will be thrown away. The Urban Event Spaces does not have or maintain a lost and found.
- III. CHANGES TO SET-UP: During the planning phase with our staff, we will confirm the room set-up, as well as, discuss any of your needs prior to your event day. If changes to this confirmed set-up are required 48 hours or less to the start of your event, additional costs may be applicable, based on staffing and availability.
- IV. ALCOHOLIC BEVERAGES: In order to comply with The Urban Event Spaces liquor license, all alcohol must be provided AND served by The Urban Event Spaces licensed and insured bar service. No outside bartenders or alcohol products can be brought into The Urban Event Spaces.
- V. PROHIBITED ACTIVITIES: You acknowledge that neither you nor your invitees are permitted to do any of the following while on the Property or any other part of The Urban Event Spaces, including the parking lot or of spaces designated near the venue.
 - A. Use tobacco of any kind (smoking or chewing) outside of the designated areas, including but not limited to e-cigarettes, marijuana and any like product.
 - B. Possess and/or use explosives or fireworks of any kind, including, but not limited to, legal and illegal fireworks, sparklers, firecrackers, or similar items. (See Parking Lot section below for details.)
 - C. Possess and/or use confetti, Silly String (or like products), fog machines, or glitter of any kind.
 - D. Deposit or adhere gum or taffy to property belonging to The Urban Event Spaces.
 - E. Possess, use, distribute, and/or sell illegal drugs and illegal drug paraphernalia, as defined by federal law.
 - F. Possess and/or use weapons of any kind, including, but not limited to handguns, shotguns, knives, etc.
 - G. Engage in fighting, violence, or harassment of any kind, with respect to anyone.
 - H. Conduct any acts that are criminal or tortuous in nature.
 - I. Promote illegal behavior, or do anything to enable illegal acts to be performed.
 - J. Perform any act on the Property that could be considered a nuisance to a third-party on or near the Property.
 - K. Bring a pet onto the Property, except for service animals (such as guide dogs), unless approved by The Urban Event Spaces.
 - L. Move or rearrange fixtures, furnishings, furniture, or other items on the Property.
 - M. Damage fixtures, furnishings, furniture, or other items on the Property.
 - N. Use candles not properly contained in a vessel taller than the candle itself and built to catch all drippings.
 - O. Any other activity or conduct otherwise prohibited by Federal, State, County, City or Municipal law or code.
 - P. Consume alcohol outside of the designated perimeter of the liquor license, including in the parking lot or on the sidewalk.
- VI. YOU ASSUME FULL RESPONSIBILITY for yourself and any attendees who engage in a prohibited activity and shall pay a minimum \$300.00 administrative fee to The Urban Event Spaces in addition to the cost of any and all damages incurred by such prohibited activity and any government imposed fines. You shall also pay the cost to repair or replace, as determined by The Urban Event Spaces sole discretion, any property



damaged by you or any of your attendees while using The Urban Event Spaces. All amounts owed to The Urban Event Spaces pursuant to this reservation agreement, must be paid in full within 24 hours of notification of such fees.

- VII. **PARKING LOT:** Sparklers and decoration of cars are permitted only upon The Urban Event Spaces express written authorization. If permitted, sparklers must be kept exclusively outside the building and must be collected and extinguished thoroughly in a bucket of water by a member of the invited party. Car decorations must be cleaned up completely after the car has vacated, and must be done as to not interfere with or cause damage to other cars on the property.
- VIII. **YOUR PROPERTY:** The Urban Event Spaces is not responsible for any loss or damage to your property and do not maintain insurance coverage for client's items.
- IX. **YOU ARE NOT ALLOWED** to attach decorations to the walls, ceiling or floors without The Urban Event Spaces approval. You are not allowed to drape or hang items from ceiling wooden beams.
- X. **VENDORS:** Catering vendor must be chosen from our Approved Vendor List. The Urban Event Spaces reserves the right to allow use of a non-approved vendor, so long as the vendor is insured, registered to do business with the State of Colorado, properly licensed, event insurance is obtained, and a non-recommended vendor fee of \$350.00 is paid within 48 hours of the event. The only exception shall be when an event requires small packaged snack food or treats that would not meet our caterers required minimum, in which case, the Client shall provide a signed food waiver releasing The Urban Event Spaces from all liability.
- XI. **WE WILL** provide you with a current list of approved vendors with your contract or upon request.
- XII. **SECURITY:** The Urban Event Spaces reserves the right to require security, in the form of a uniform guard(s), non-uniform guard(s), or off-duty police officer(s), at any time when reviewing your specific event. If alcohol is being served at the event, a minimum of one security guard is required and the cost will be added to your contract.
 - A. Security will be contracted by The Urban Event Spaces and be accountable to The Urban Event Spaces. All charges for security must be paid within 48 hours of the event. The Client agrees to adhere to the rules, guidelines and instructions of the security staff.
- XIII. **CONDUCT OF EVENT:** You agree to conduct the event in an orderly manner and in full compliance of applicable laws, regulations, and The Urban Event Spaces policies and procedures. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event.
- XIV. **INDEMNIFICATION:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless The Urban Event Spaces, the Owners, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your event, including but not limited to any violation of this Agreement, except those claims arising out of the sole negligence or willful misconduct of The Urban Event Spaces.
- XV. **FIRE SAFETY:** Tables must be located in compliance with the local Fire Department regulations pertaining to mandatory aisles and fire exits. All decorations, displays, exhibits or candel centerpieces used in The Urban Event Spaces facilities must be fire retardant and/or meet with the standards set by the local Fire District. You acknowledge that decorations, props or staging brought into the event center may be subject to approval.
- XVI. **AUXILIARY AIDS:** The Urban Event Spaces represents, and you acknowledge that, the facilities being rented will be in compliance with our public accommodation requirements under the Americans with Disabilities Act. You agree that, by 2 weeks prior to your event, you will furnish a list of any auxiliary aids needed by your attendees in meeting or event space. You understand that the space is partially handicap accessible. You agree to pay all charges associated with the provision of such aids by The Urban Event Spaces.
- XVII. **GOVERNING LAW:** This contract shall be construed and interpreted in accordance with the laws of the State of Colorado.
- XVIII. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your event, which specifically reference The Urban Event Spaces. Professional logos are available upon request.
- XIX. **PAYMENT:** Upon execution of rental agreement, client is responsible for the following:
 - A. A down payment of 50% of the rental fee must accompany the agreement to officially reserve space indicated.



- B. The remaining portion of the rental fee, including all additional costs associated with the reservation, is due no later than 90 days before the scheduled event date.
 - C. If the scheduled event is to occur within 90 days of the signed contract, payment in full is required at time of reservation.
 - D. Acceptable payment methods include cash, check, credit card, money order or cashier's check. All payments using a credit card shall incur a 3.5% administrative processing fee at the time of payment.
 - E. Full payment can be made at any time once the agreement is signed.
 - F. Direct Bill Reservations must be pre-approved and The Urban Event Spaces payment policy is net 30 days. Invoices will be provided on day of event.
 - G. Failure to make payment in specified time frame can result in forfeiture of event space reservation.
 - H. Any additional charges and fees will be detailed on the event order. This may include but not be limited to: additional staff, security, permits, rentals, etc.
- XX. SECURITY DEPOSIT: A security deposit in the amount of \$500 is required for all reservations.
- A. The security deposit is required to be paid within a minimum of 90 days in advance of the scheduled event date.
 - B. This deposit is fully refundable within 5 business days following the event, provided no damage was incurred to the property by you, your guests, caterer, or other vendors assisting with the event, or additional services were required (cleaning, painting, trash removal, etc).
 - C. Liability is no way limited to the amount of the security deposit.
- XXI. CANCELLATION: A written notice is required to cancel a confirmed reservation. Upon cancellation, client remains financially responsible for the following:
- A. Should you cancel your reservation more than 180 days in advance, a cancellation fee of 50% of the rental fee may be assessed.
 - B. If you cancel 90-179 days from the reservation date, a cancellation fee of 75% may be assessed.
 - C. If you cancel 89 days or less from the reservation date, a cancellation fee of 100% may be assessed.
 - D. The Urban Event Spaces may allow a one-time transfer of dates. Payment plan must be in good standings and not delinquent. The Urban Event Spaces will apply a credit in the amount of your full contracted rental rate towards the new date. The new rental reservation must be equal to or greater than the original reservation.
 - E. Should you desire to change your reservation date, no less than the original agreement fee will be assessed.
 - F. Please note that transferring to a different date may cause an increase to the rental fee.
 - G. An addendum Contract will be sent to secure the agreed upon date and rental fee.
 - H. If a new date is not agreed upon within the 10 calendar days, all payments will be forfeited.
- XXII. CONFIRMATION: The Urban Event Spaces requires the approval and signature of all agreements within three (3) business days of execution. If agreement is not signed with in three (3) business days the agreement will be null and void.
- A. These arrangements will become a binding agreement, when you sign the agreement and required payment is made. Unless both parties have agreed upon and fully executed this agreement, should another organization request the dates and be in a position to confirm immediately, we will advise you and you will have 48 hours to confirm on a definite basis.
 - B. If this agreement is not mutually executed by the above stated date, the event space will be automatically released.
- XXIII. FORCE MAJEURE: Each party is excused from performance of this Agreement if such performance is prevented by acts of God, war on US soil, disaster, strikes, civil disorders, terrorism, or curtailment of transportation facilities. Additionally, The Urban Event Spaces is excused from performance and may terminate this agreement if for any reason The Urban Event Spaces ceases operation as an operating event center or encounters any emergency, casualty, or other cause making it inadvisable, illegal or impossible to provide the facilities or to hold the event.
- XXIV. ATTORNEY'S FEES: The parties agree that in the event that any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees and costs.
- XXV. COMPLIANCE WITH LAWS: The parties agree to comply with all applicable U.S. federal, state and local laws governing the agreement and event, including any rules, regulations or requests of the U.S. Department of Homeland Security.



- XXVI. AMENDMENTS/CHANGES: The parties agree that any amendments or changes to the arrangements described in this agreement must be made in writing, signed by both parties, provided, however, that this agreement includes all signed or unsigned event orders (and the terms and conditions contained therein and attached thereto) issued by us for this and related events.
- XXVII. WARRANTY OF AUTHORITY: Party warrants that the person signing this Agreement on its behalf, whether or not a third party agent, is fully empowered to bind party to all provisions contained in the Agreement, and The Urban Event Spaces may proceed directly against either party or its agent with respect to enforcement or any breach hereof. The event space listed above will be considered definite commitments upon signing of this agreement by both parties, and will be subject to all terms and conditions set forth in this document. Faxed or scanned signatures will be accepted. The person signing below agrees that they are an authorized representative of the indicated group and The Urban Event Spaces who have authority to enter this agreement.
- XXVIII. ENTER AGREEMENT: You acknowledge that this Reservation Agreement comprises the entire agreement between you and The Urban Event Spaces and that this Reservation Agreement supersedes all prior written or oral agreements regarding the subject matter herein. No modification to this Reservation Agreement shall be binding upon both the group and The Urban Event Spaces unless made in writing and signed by you and an authorized representative of The Urban Event Spaces. By Approving of this Event Agreement, you acknowledge that you have read and agree to all of the terms and condition listed in the Event Summary and Event Policies for The Urban Event Spaces.

CLIENT: Print Name

Date

CLIENT: Signature

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THE URBAN: Received

Initials

Date