



"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.

Room: holds 150-200 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

- 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: _____

E-Mail: _____ Phone: _____ Fax: _____

Street Address: _____

City, State, Zip: _____

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

Available Equipment or Services Upon Request. You may provide your own tables and chairs; however approval is needed from Studio G "Events". Tables and chairs are required to have stoppers on the feet and legs. This will protect the floor of Studio G.

Item	Fee	Notes
Rental Hours	\$70/hour	
Security (Mandatory depending upon nature of event and/or hours of event)	\$40/hr (2 hour minimum)	
Table (5ft Round)	\$6.00/table	
Table (8ft Long)	\$6.00/table	
Chairs (mix of white and brown wooden chairs)	\$1.00/chair	
Metal Chairs	\$1.00/chair	
Chair and Table Delivery Fee	\$75.00	
RENTAL COST		
Security Deposit	\$150.00	
Beer and Wine Permit	\$275.00	
TOTAL COST		

(rental cost, Security and Permit)		
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Rental Fee(s) and Deposit(s)

Rental Cost *is* rental hours + security (50% due at the time of reservation) \$ _____

(50% Rental Cost due at time of reservation) _____ Remaining Rental Cost Balance _____

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

Wine/Beer Permit Cost (100% due at time of reservation) \$ _____

Deposit (%50 rental cost, 100% security deposit and %100 permit cost) \$ _____ Deposit Due Date _____

Remaining Rental Cost Balance \$ _____ Balance Due Date _____

(Must be paid 30 days in advance of the event. In the event there are not 30 days, all fees must be paid 2 weeks in advance of the event). All fees (deposit, balances, etc.) must be cash or credit if received less than 2 weeks prior to the event.

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.

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 without approval. 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 \$275.00 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. _____
- 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 and fees associated with Beer and Wine Permit (if permit has been processed). _____
- 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



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COVID-19 WAIVER OF LIABILITY AND INDEMNIFICATION

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT RELATING TO NOVEL CORONA VIRUS/COVID-19 AND GENERAL RELEASE RELATING TO RENTAL AND USE OF STUDIO G LLC.

INDIVIDUAL RENTER _____ (your name) executes this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT RELATING TO NOVEL CORONA VIRUS/COVID-19 AND GENERAL RELEASE RELATING TO RENTAL AND USE OF STUDIO G LLC.

Entering into a Rental Contract with _____ (owners name) for the rental of the Studio G LLC.

In executing this COVID-19 RELEASE and GENERAL RELEASE, the undersigned acknowledges, understands, represents and covenants as follows:

1. I am executing this COVID-19 RELEASE and GENERAL RELEASE:

a. in my individual capacity

2. The novel corona virus/ COVID-19, has been declared a world pandemic, is EXTREMELY CONTAGIOUS, and is believed to spread primarily through person-to person contact.

3. I have direct knowledge of, have read and understand the guidelines and protocols which have been issued by the Centers for Disease Control and Prevention, the Indiana State Department of Health, and the Executive Orders of the Governor of Indiana, for decreasing the risk of the corona virus/COVID 19 transmission, including the wearing of masks, hand washing and social distancing. I recognize that the guidelines change frequently and are subject to modifications and revisions. I understand the increased risk to attendees and other persons attending the function or otherwise present in, on or about the Studio G facility of contracting the novel corona virus/COVID-19.

4. I accept responsibility for requiring all attendees and other persons attending the function or otherwise present in, on, or about the Studio G facility for any reason to follow the guidelines at all times prior to, during, and following the function, while at the Studio G facility.

5. I represent that I have the complete and unrestricted legal capacity and authority to execute this COVID-19 Release and General Release INDIVIDUALLY and to bind and obligate MYSELF to each of the terms hereof.

6. I acknowledge and agree that there are certain risks associated with sponsoring and holding the function at the Studio G facility, including but not limited to the following risks:

(a) exposure to or contraction of the corona virus/COVID-19 by the attendees or other persons present at the function or in, on or about the Studio G facility for any reason;

(b) the increase in the risk to such exposure or contraction caused by or resulting from the intentional or negligent acts or omissions to act (whether passive or active) of Studio G employees, staff members, volunteers, representatives, agents or by other attendees or individuals present at the function in, on or about the Studio G facility for any reason;

(c) the risk of property damage, personal injury, disability, death or other loss of any kind or nature to the attendees or other persons present at the function or in or about the Studio G facility for any reason ,which is caused by or results from exposure to or contraction of the novel corona virus/COVID-19 and (d) the risk of property damage, personal injury, disability, death or other loss of any kind or nature to attendees or other persons present at the function or in, on or about the Studio G facility for any reason which is unrelated to the novel corona virus/COVID-19 (including risks which are caused by or result from the intentional or negligent acts or omissions to act (whether active or passive) of Studio G employees, staff members, volunteers, representatives, agents or by other attendees or individuals present at the function or in, on or about the Studio G facility for any reason).

7. Notwithstanding my acknowledgement and understanding of the above-described risks, I desire to rent and occupy the Studio G facility for the purpose of holding the function and, in consideration thereof:

(a) I voluntarily and willingly assumes sole and complete responsibility for the above-described risks and any other risks which may be encountered by any attendee or other person present at the function or in, on or about the Studio G facility for any reason: and

(b) I hereby forever release, waive, discharge, covenant not to sue, hold harmless and indemnify Studio G LLC and each of their respective officers, directors, members, employees, staff members, volunteers, representatives, agents, departments and divisions from or in connection with any property damage, personal injury, disability, death or loss of any kind or nature which any attendee or other person present at the function or in, on or about the Studio G facility for any reason may suffer directly or indirectly from either : (a) such attendees or other person's exposure to or contraction of the novel corona virus/COVID-19 or any related illness in connection with such attendee or other person's presence at the function or in, on or about the Studio G facility (notwithstanding such exposure or contraction being associated with or routinely from the failure by any releasee to observe or enforce social distancing requirements or any other guideline; or (b) such attendees or other person's presence at the function or in, on or about the Studio G facility unrelated to exposure to or contraction of the novel corona virus/COVID-19 (whether or not such loss is caused by the result of the intentional or negligent act or omission of any Releasee).

8. I HAVE CAREFULLY READ AND VOLUNTARILY SIGN THIS COVID-19 RELEASE AND GENERAL RELEASE AND AGREE THAT NO REPRESENTATIONS, STATEMENTS OR INDUCEMENTS, WRITTEN OR ORAL, WHICH ARE NOT EXPRESSLY CONTAINED IN THIS COVID-19 RELEASE AND GENERAL RELEASE HAVE BEEN MADE. I AM AWARE THAT IN EXECUTING THIS COVID-19 RELEASE AND GENERAL RELEASE I AM FORFEITING VALUABLE LEGAL RIGHTS, INCLUDING THE RIGHT TO RECOVER DAMAGES FROM STUDIO G LLC BY PROPERTY DAMAGE, PERSONAL INJURY, DISABILITY, DEATH AND OTHER LOSS OF EVERY KIND AND NATURE WHICH RELATES DIRECTLY TO EXPOSURE TO OR CONTRACTION OF THE NOVEL CORONA VIRUS/COVID 19 BY ATTENDEES AND OTHER PERSONS PRESENT AT THE FUNCTION OR IN, ON OR ABOUT THE Studio G facility OR OTHERWISE CAUSED. I EXPRESSLY UNDERSTAND AND AGREE THAT THIS COVID-19 RELEASE AND GENERAL RELEASE IS A PROMISE BY ME NOT TO SUE AND A RELEASE OF AND INDEMNIFICATION FOR ALL CLAIMS WHICH MAY OTHERWISE BE ASSERTED BY ME OR ON MY BEHALF BY ANY OTHER PARTY. I have read and understand the terms and provisions of this Release and Waiver of Liability, Assumption of Risk and Indemnity

Relating To Novel Corona Virus/COVID19 and General Release Relating to Rental and Use of Studio G facility and agree that Entity is bound in all respects by the terms hereof.

Your Signature

Date

Studio G Representative

Date