



EPIC Arts and Entertainment

****Rental Agreement****

Permitted Use

This agreement made and entered into this _____ day of _____ year _____ between _____ herein after referred as “CLIENT” and **EPIC ARTS & ENTERTAINMENT**, herein after referred as “FACILITY” hereby engages “CLIENT” for the rental of “FACILITY” , within the terms and conditions contained herein.

An event host will be on duty for all rentals. The event host is responsible for seeing that the group or individual complies with the rules and regulations for the use of the facility. If there are infractions, the group or individual may be asked to leave the facility immediately.

TERMS:

The Client will be allowed 1 hour prior to the event to set up and 1 hour after the event to break down.

The Client will be allowed access to the studio including the 2 bathrooms and the studio’s available tables and chairs, to date that is 6 tables and 43 chairs. The Client can bring in their own tables and chairs, if necessary.

The Client is responsible for the set up and breakdown of their event, as well as the clean up of all debris and residual trash or garbage. Trash must be taken to the dumpster to the left of the back door.

The Client will be allowed access to the studio’s sound equipment, which includes a Bluetooth speaker and microphone.

No event shall exceed more than 200 persons, unless approved by EPIC.

MINOR POLICY

For events where the primary attendee age is under 21, chaperones must be provided. One adult (age 25 and older) chaperone must be in attendance for every ten attendees age 21 and under.

EPIC ARTS AND ENTERTAINMENT is not responsible for the supervision of minor attendees.

RENTAL FEE

The Client shall pay rental fee of _____ with a 50% deposit of _____ due at agreement signing. Balance must be paid in full 14 days prior to event.

CANCELTION POLICY

Events cancelled 30 days prior to the event will be eligible for full refund. Events cancelled less than 30 days to the event will only be eligible for 50% refund of payments made. Events cancelled less than 48 hours to the event will forfeit all monies paid.

FOOD POLICY

The Client is suggested to use the recommended catering list of Epic Arts and Entertainment. If the Client chooses not to use the recommended caterers, the Client must provide Epic with a certificate of insurance naming Epic Arts and Entertainment as additionally insured.

The Client assumes all responsibility for the safety and service of any food provided for their event.

Please Note: Epic Arts and Entertainment has no refrigeration or heating equipment.

ADVERTISING

Client agrees not to make reference to EPIC ARTS AND ENTERTAINMENT/OWNERS/STAFF in any external advertisements without prior written approval from AUTHOURIZED PERSONELL OF EPIC ARTS & ENTERTAINMENT. Furthermore, Client may not use EPIC ARTS & ENTERTAINMENT'S logos and licensed trademarks without the expressed written permission of EPIC ARTS & ENTERTAINMENT.

IN ALL SOCIAL MEDIA Event Pages/Advertising: EPIC ARTS & ENTERTAINMENT STAFF MUST BE MADE AN ADMIN ON PAGES AND HAVE APPROVAL F ALL VERBAIGE AND ARTWORK ON SOCIAL MEDIA PAGES AND APPROVAL. The address to EPIC ARTS IS:

EPIC ARTS & ENTERTAINMENT

Inside RIVER OAKS CENTER

96 RIVER OAKS CENTER DRIVE

CALUMET CITY, ILLINOIS 60409

****PLEASE PARK IN THE FOOD COURT PARKING LOT ENTRANCE****

DAMAGE TO FACILITY AND/OR EQUIPMENT

If Client or any of Client's staff, volunteers, participants, invitees, licensees, and/or any individual(s) on or near the Facilities and Equipment as a result of Client's use of the Facilities and Equipment under this Agreement causes damage to Facility and Equipment, other than ordinary wear and tear, Client shall pay any costs associated with repairing the damage and restoring the Facilities and Equipment to their condition prior to Client's use thereof.

RESTRICTIONS

There are no controlled substances, commercial advertising or firearms allowed in Facility. Smoking, gambling, fighting, and the sell and/or use of alcohol is also prohibited in the studio as well as common areas.

SECURITY

Clients will be required to provide security for events expected to draw over 100 persons or for any events with high profile guests, sponsors or any other potential crowd management hazards.

INDEMNIFICATION

Client agrees to hold facility harmless shall any liabilities, claims or causes of action that may take place as a result of Client's use of the facility.

The Owners shall not be held liable for any damages, loss or injuries to personnel or guests during the event.

Client Name (PRINT) _____

Client Signature _____ Date _____

Epic Arts and Entertainment Signature _____

Initials _____ Initials _____

CLIENT NAME: _____

PURPOSE OF RENTAL: _____

DATE OF EVENT: _____ **EVENT START** _____ **END:** _____

CLIENT PHONE #: _____ **CLIENT EMAIL:** _____

