

White Box Studio and Shoppe Rental Guidelines

- Renters have exclusive use only of the property at 612 South Pike Road, Suite 102, Sarver, PA 16055
- White Box Studio and Shoppe has six 6.5-foot tables, two 6-foot tables and chairs to provide seating for 48 people. No tear-down is necessary though straightening up the space is appreciated. Please note: Add-ons are available at an additional charge (liners, glassware, serving trays, décor, etc.).
- Maximum occupancy is 48 people.
- Checks are not accepted; please use the online booking tool or direct contact with the owner, Suzanne Knapp. The owner reserves the right to collect a security deposit depending on circumstances related to your event.
- **DECORATING:**
 - DO NOT STAND ON CHAIRS OR TABLES PROVIDED TO PUT UP DECORATIONS.
 - Renter is liable for any damage caused to the space or provided décor add-ons during the rental period.
 - 3M strips or painter's tape must be used to hang decorations on the walls. Nothing is to be hung from the ceiling. Glitter of any kind, confetti, permanent markers, and crayons are not permitted.
 - Once a rental layout is agreed upon, wooden tables cannot be moved unless explicit written consent is provided by the shop owner.
 - Under no circumstance is the renter allowed to move the provided feature table/island.
- Open flames are NOT permitted with the exception of birthday candles and those used for specific food service operations. No hot plates.
- Floors should be swept, if necessary and surfaces wiped down. A broom and wipes will be available.
- Upon departure, all refuse must be bagged removed from the premises. Dumpsters are available behind the facility to dispose of refuse. Provided garbage cans will be lined with trash bags. If you anticipate the need for more trash bags, please make arrangements to bring additional bags.
- BYOB waiver must be signed if renter will be providing any alcohol to guests or anticipate any alcohol will be present at the property. Lessor encourages all hosts to obtain event insurance with an alcohol liability insurance policy in addition to the waiver.
- **NO SMOKING IS ALLOWED ANYWHERE ON THE PREMISES. Any violation of this rule will result in a minimum fine of \$200 plus the cost of damages.**

- Please remember to turn all the lights out when you leave. A member of our staff will be available during your event (either in person or by text).
- No animals of any kind are permitted on the premises. Any violation of this rule will result in a minimum fine of \$200 for rules violation plus the cost of damages.
- No cooking or food prep is permitted on the premises; however, renters may bring food and store it in the fridge or reheat food in the microwave. Deep fryers are not permitted. There is a sink area to wash dishes etc. A towel will be provided for washing and drying as well as dish soap. Please leave the used kitchen towels on the counter when finished.
- Do not flush anything besides toilet paper down the toilet, including but not limited to: tampons, sanitary napkins and baby wipes.
- No sexually explicit activities or drug use permitted. This is a family-friendly facility.
- Please keep noise & amplified music at a reasonable level. No DJs or dance floors are permitted.
- Plenty of off street parking is available in Yellow Jacket Square.

Acceptance:

- By signing below, the parties acknowledge that they have read, understand, and agree to be bound by the terms and conditions of these guidelines.

Suzanne Knapp DBA White Box Studio: _____ **Date:** _____

Printed: Suzanne Knapp

Renter's Signature: _____ **Date:** _____

Renter's Name Printed: _____