

## **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 eight 6.5-foot tables, two additional 6-foot tables and chairs to provide seating for up to 60 people. No tear-down is necessary though straightening up the space is appreciated. If you feel you are in need of more tables than those that are provided, please contact us in advance of your event. *Please note:* Add-ons are available at an additional charge (linens, serving trays, décor, etc.).
- **Maximum occupancy is 60 people.**
- Access to the space will be provided during your rental period. The agreed upon rental period begins at the start time of your booking and concludes at the end time of your booking. Rental periods will not be adjusted for weekend booking times.
  - *Note:* If additional time is needed outside of the defined rental period, up to two additional hours can be purchased at the rate of \$100 per hour (*full hours only*). To confirm additional time is available, please contact White Box Studio in advance.
- Checks or cash via mail 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.
- 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.
- Security Cameras are installed throughout the studio and will be active at all times. These cameras are used solely for monitoring and security purposes. No cameras are installed in private areas such as the restroom. By signing this agreement, the renter acknowledges and consents to the presence and use of these security cameras during the rental period. Tampering with, disabling, or obstructing the view of any security camera is strictly prohibited and may result in immediate termination of the rental agreement and/or legal action against the renter.
- **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.**
- 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.

## White Box Studio and Shoppe Rental Guidelines (*continued*)

- 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.
- Plenty of off-street parking is available in Yellow Jacket Square.

### **DECORATING**

- **DO NOT STAND ON CHAIRS, TABLES, OR THE FEATURE ISLAND FOR ANY REASON INCLUDING TO PUT UP DECORATIONS.**
- Renter may not use the parking lot, or adjacent spaces in Yellow Jacket Square without written permission from White Box Studio Owner.
- Renter is liable for any damage caused to the space or provided décor add-ons during the rental period.
- **Nothing is to be hung from the walls, ceiling, or feature table/island at any time.**
- 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, or mirror.**

### **PROHIBITED ITEMS**

- Open flames are NOT permitted with the exception of birthday candles and those used for specific food service operations. Hot plates are strictly prohibited.
- Glitter of any kind or confetti.
- Permanent or any other kind of markers, crayons, or paint.
- Adhering stickers, vinyl decals, or any other adhesive type of item to the walls or feature island is strictly prohibited. Renter will be liable for the cost to repair any damage to the space as a result of utilizing these items.
- No animals of any kind are permitted on the premises. Any violation of this rule will result in a minimum fine of \$200, plus the cost of damages.
- No DJs or dance floors are permitted. If you believe you are in need of either of these items, please contact us in advance. Written permission will be needed.

**UPON DEPARTURE**

- Floors should be swept, if necessary and surfaces wiped down. A broom will be available.
- Upon completion of your event, a member of the White Box Studio Staff will examine the rental space for any missing items including tables, chairs, or other décor add-on items that might be missing. The renter is liable for the cost of any missing items plus 25% fee.
- 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 than the two extra provided trash bags, please plan to bring additional bags.
- 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) for any questions you may have.
- Please ensure the front door is locked and exit via the rear door which will lock automatically.

**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:** \_\_\_\_\_