



THRAP MARKET COMPANY

ROOT & RENDER

VENUE RENTAL AGREEMENT

This venue rental agreement is made between Thrap Market Company (“Venue”) and the undersigned renter (“Client”) for the use of the event space located at 324 Second Street, Eureka, California.

1. EVENT DETAILS

Client Name: _____
Event Date: _____
Event Type: _____
Booking Start Time: _____
Booking End Time: _____
Guest Count: _____
Mailing Address: _____
Email Address: _____
Phone Number: _____

2. BOOKING AND FEE SCHEDULE

A signed contract and a 50% non-refundable date hold retainer are required to reserve the event date.

This retainer secures the date and is not refundable under any circumstances.

Payment may be made by card, cash or check.

Checks may be made payable to **Thrap & Company**.

The remaining balance of the venue rental fee is due five days prior to the event with a refundable deposit for damages or loss.

If payment is not received by this deadline the Venue may cancel the reservation without refund.

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3. SECURITY DEPOSIT FOR RETAIL INVENTORY

A refundable one hundred fifty-dollar security deposit is required.

This deposit covers any loss damage or displacement of retail merchandise furniture fixtures shelving or decor.

The deposit will be refunded within three business days after the event once the space has been inspected.

4. RETAIL INVENTORY PROTECTION

Thrap Market Company is an active retail store. Shelves display fixtures and product walls contain live inventory.

The Client agrees that:

- Guests may not remove touch or handle retail items
- Inventory must not be moved or used as decor
- Any missing broken stained or damaged item will be billed at full retail price
- Any displaced merchandise must be returned to its original location
- Children must be supervised at all times

If the Client would like guests to have access to private shopping this can be arranged with staffing.

The security deposit may be used toward any merchandise related costs.

5. VENUE RENTAL PACKAGES

Gathering Package Venue Rental \$250____

Includes the main event space access to restroom ambient lighting and use of in place furniture. Up to 20 guests. Two tables and 20 chairs.

Three Total Hours

- Two hours of event time
- Thirty minutes of setup time
- Thirty minutes of cleanup time

Celebration Package Venue Rental \$350____

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ROOT & RENDER

Includes the main event space access to restroom, courtyard and ambient lighting and use of in place furniture. Up to 40 guests. Two tables and 20 chairs (additional chairs and tables available see add on packages).

Five total hours

- Three and a half hours of event time
- Forty-five minutes of setup time
- Forty-five minutes of cleanup time

Workday Gathering Package Venue Rental \$150___ (For Non Profits and Businesses)

Includes the main event space, access to restroom, courtyard and ambient lighting and use of in place furniture. Up to 20 guests. Two tables and 20 chairs (additional chairs and tables available see add on packages).

- Two hours of event time
- Thirty minutes of setup time
- Thirty minutes of cleanup time
- Monday – Thursday Only
-

Full Day Session Package Venue Rental \$250___ (For Non Profits and Businesses)

Includes the main event space, access to restroom, courtyard and ambient lighting and use of in place furniture. Up to 20 guests. Two tables and 20 chairs (additional chairs and tables available see add on packages).

- 8 Hour Session for Training or Extended Workshops
- Monday – Thursday Only

Additional time may be purchased as listed in the Add On Menu.

6. ADD ON MENU

Additional Time

Additional event time \$75 per hour___

Early setup access: \$25 per half hour___

Additional cleanup time: \$25 per half hour ___

Signature Drink Bar \$100___

4 Sparkling Waters, 2 CRONE Syrups,

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40 Stemless Glasses

Custom A-Frame Sign \$55___

Personalized to your Theme
by a Local Artist

Dessert Display Setup \$35___

Tiered Trays, Cake Stands & Signage

Photograph Session \$150___

One hour Lifestyle Photo Session
to Capture the Moment

Floral Add-On \$50 per arrangement ___ qty___

Seasonal Blooms & Greenery

Workshop Host Package \$75___

Extra Table, Signage & Cleanup Assistance, Access to Basic Art Supplies (Clippers,
Scissors, Glue Guns)

Additional Tables and Seating \$25 Per Table and 10 Chairs___ qty___

Add Up to 2 More Tables & 20 More Chairs

Full Styling & Setup Options Available Upon Request

7. CATERING AND FOOD RULES

The Client may bring private or self-catered food and drinks for the event. Alcohol is limited to beer, wine or champagne for toasts or casual sipping. Hard alcohol is not allowed.

Alcohol Service Requirements

If the Client plans to sell alcoholic beverages they must submit proof of compliance with the California Alcohol and Beverage Control Board. ABC can be reached at (707) 445 7229.

Food Service Requirements

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If the Client plans to sell food items, they must submit proof of compliance with the Humboldt County Department of Public Health. The Health Department can be reached at (707) 445 6200.

These requirements do not apply to private food or beverage brought in for personal use. Food must stay within the designated event area and away from retail displays.

8. USE OF SPACE

All shelving and displays are stationary and cannot be moved.

No confetti, no glitter, no smoke machines and no flame candles are allowed. Battery candles are allowed.

The Client is responsible for any damage to walls shelves furniture fixtures, decor or inventory.

9. CLEAN UP REQUIREMENTS

The Venue will be in clean condition prior to the event.

The Client agrees to return the space to the same clean condition.

The Client must:

- Bag and place trash in on site trash room
- Wipe down tables and surfaces
- Remove all decor brought in
- Remove all food items
- Remove any rental furniture by the end of the rental period

Additional cleaning fees may apply if necessary.

10. LIABILITY

The Venue is not responsible for personal injury loss or theft during the event.

For events with more than twenty guests or for any event serving alcohol the client is required to provide a **certificate of liability insurance** with a minimum coverage of **one million dollars** and naming **Thrap & Company LLC. DBA Thrap Market Company** as an additional insured. Proof of

Initial_____



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ROOT & RENDER

insurance must be submitted no later than three days before the event. If proof of required insurance is not provided the venue may cancel the event without refund.

For all other events liability insurance is recommended. The client understands that they assume full responsibility for the actions and behavior of all guests, children, vendors and participants.

11. PHOTOGRAPHY AND PROMOTION

The Venue may capture photos or video during the event for marketing unless the Client requests otherwise in writing.

12. OCCUPANCY AND COMPLIANCE

The Client is responsible for monitoring and maintaining the agreed upon occupancy limit.

Exceeding the allowed guest count may result in the event being stopped or cancelled without refund.

The Venue has full access to the event space at any time to ensure that all rules regulations codes and safety standards are being followed.

The Venue may suspend or end an event without refund if the behavior of the Client or guests is abusive destructive unsafe or in violation of any law or regulation.

13. AGREEMENT

By signing below the Client and Venue agree to all terms of this Venue Rental Agreement.

CLIENT :

Name: _____

Signature: _____

Date: _____

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THRAP MARKET
COMPANY

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VENUE:

Name: Thrap Market Company -Kirsten Thrap

Signature: _____

Date: _____

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