



POLICIES: Historic Urban Desert Bungalow & Venue

Policies herein are designed especially to give each guest the best possible experience when choosing to celebrate with friends and family at Urban Desert Collective LLC (UDC). Adhering to these policies helps us to continue to provide a beautiful place for our guests arriving in the future. We truly appreciate our guests. Thank you for placing your trust in us. We wish for you the very best experience, and afterwards you are filled with the best memories possible. Adherence to all of the following policies is crucial, and expected, with consequences involving security deposit forfeiture in all or part, or additional costs if they are not. Please read, and sign that you understand and agree to the following:

- Use of the property for event purposes that include invited guests is restricted to the hours of 11:00 am and 11:00 pm. This does not apply to registered overnight guests.
- We require a credit card number to be on file at the time of your event as a security against property damage and/or violation of policies and procedures listed below.
- Set up and clean up is the responsibility of the renter and not of UDC.
- Access to the property will be coordinated with your UDC hosts. A unique code for accessing each dwelling will be created for use during your stay, and will deactivate on date of checkout.
- A final plan for event, with walk-through with UDC contact and renter contact must be approved prior to event, and include set up locations for food, seating, ceremony, DJ, any entertainment, etc., and include plan for any decorations and locations.
- Rental of tables and chairs are renter's choice and responsibility. UDC requires, however, that all tables and chairs brought in for events must match in color and style, and have a cohesive look and/or theme. No picnic-style aluminum chairs, or camping chairs are acceptable.
- Parking is available on Coronado Road, and in Bungalow driveway, but it is limited; carpooling is encouraged but not required.
- Garbage liners are provided. It is the renter's, event planner's or caterer's responsibility to remove all refuse from the building, grounds, porches, and premises. Use of onsite dumpster is included with rental fee.
- Decorations may be used; however, nails or staples cannot be used on any building surfaces. Painter's masking tape may be used outside only, and no tape or any hanging of decorations allowed inside. There are many creative ways to decorate. Feel free to ask for ideas.
- Rice, bird seed, confetti, potpourri, glitter, rose/flower petals real & artificial or any substance of that nature is prohibited in or out of buildings. (potpourri/petals stain the floor). Real or artificial flowers outdoors may be used, but not other mentioned substances.
- No fireworks are allowed on the property, inside or out, to include sparklers.

- Music and party activities must be maintained at a reasonable volume per Phoenix residential area noise ordinance. If the music is too loud, UDC reserves the right to require lower volume. The DJ or responsible person must lower volume to acceptable level. All DJ music must stop at 10 PM. If police are called to the party by anyone bothered by noise or activities, it is the renter's responsibility, acknowledging fines may be applied by the City of Phx. Any fines are the renter's responsibility.
- Set up and clean up, and operation of fireplace/firepit will be monitored by property hosts for safety reasons. Propane and gas is provided.
- Candles must be used cautiously. Stationery glass containers for candles are mandatory! Only dripless candles are to be used. Wax dripped on furniture, floor and/or other surfaces will result in an additional \$200 cleaning fee.
- Furniture, artwork, or any of the items inside the bungalow or studio must not be moved. If you need anything moved, you must contact your host. All of the artwork in the bungalow is original and irreplaceable. Damage to any one of the pieces of artwork will result in revoking your damage deposit. Please treat all property of UDC with utmost care, as original artwork is irreplaceable, as are the antiques and other accessories throughout this property.
- No pets allowed. With the exception of registered service animals on leash.
- Main outdoor venue capacity is 75 persons maximum outdoors. During outdoor events, limit indoor capacity to 10 people, and no children at any time except to use the facilities. Person count exceeding 75 is prohibited due to fire and safety codes. Overnight guests in Bungalow are limited to 4-5 persons maximum, and 2 persons maximum in Studio.
- Smoking is prohibited inside the building. Renter will lose the entire refundable deposit if the No-Smoking rules are violated by the renter or their guests. Outdoor smoking area is located on the South side of the property near back gate, or on back area patio near bbq. No smoking in front of property. PLEASE use ashtrays provided!
- Wedding Rehearsal: Rehearsals on day prior to scheduled wedding date with attendance of more than 10 persons may be scheduled at the cost of \$200.00 for 2 hours if the requested time is available.
- Children under 12 are only allowed on the property if accompanied by parents or guardian, and have a dedicated person to watch and provide safety and structure to children during entire event! No children are permitted to be unattended at ANY TIME while on property. Restrict children to outside areas only, unless using facilities. Home is NOT CHILDPROOFED, and outdoors is not either. No children are allowed to be unattended, and sustained loud noises, screaming, rock throwing, plant pulling, or any distracting behavior is not tolerated. This policy is **strictly** adhered. Failure to follow this policy will forfeit all or part of the security deposit.
- Indemnify: The party requesting rental of the UDC space will indemnify and hold harmless UDC from all fines, suits, claims, demands and actions of any kind or nature, by reason of any breach, violation or non-performance of any condition of this Agreement. Rental party will indemnify, protect and hold harmless UDC from any loss, cost, damage, or expense caused by injuries to persons or their property, while in, on, or about the UDC in connection with the rental.
- Damages: Any loss, costs, expenses or damages to the UDC, including without limitation any damage to or destruction of any equipment, supplies, or other items

located at the UDC, or any damage to any part of the property in which the UDC is located, arising from or related to the use of the bungalow, loft apartment, or any part of the property used by guests of the renters during the renters rental term, shall be the sole responsibility and expense of the party renting the space.

I/We, _____, _____, agree fully to the policies stated within this agreement, and will abide by these policies, and if I/we break this agreement by not following the policies in this agreement, I/we understand it is likely I/we will lose all, or part of the security deposit, and possibly additional fees as well.

Renter signature: _____ Date: _____

Renter signature: _____ Date: _____

Owner/Witness: _____ Date: _____

RESERVATION PROCESS:

- **Reservation:** To secure reservation of your date for the venue, to include Bungalow and itemized invoice items attached, start by visiting the included link. Or visit www.UrbanDesertBungalow.com and click on Full Listing from Home Page to contact host. After your reservation is made, you will continue to the Outdoor Venue Payment process. (<https://abnb.me/Lkr787dAdM>).
- **Instructions for reservation:** visit Airbnb via either method described above and message host with requested date(s) by using the Airbnb message system, and host will respond by providing a customized electronic reservation with payment instructions and request for deposit. As soon as deposit is paid the reservation is official, and Airbnb will send you the payment instructions and future reminders for the reservation. A refundable damage deposit for the bungalow is regularly \$500, and for events is an additional \$500, for a total of \$1,000 to cover the venue and Bungalow. Additional liability insurance is included with your reservation by registering through Airbnb. Certain restrictions apply, if you would like more information regarding this policy please ask your hosts.
- **Outdoor Venue Payment:** 100% non-refundable rental fee for the venue is paid directly to hosts, is due 30 days prior to the event and may be made by cash, personal check, cashier's check, money order, PayPal, or credit card. Credit Card payments are subject to a 4% service fee, PayPal has 3% service fee. Final payment after the 30 day deadline is not refundable.