Yellow & Co. Event Space Rental Agreement
(Capacity 70-90 people)

Yellow World LLC. Dba Yellow & Co., and Yellow and Co. Events.
For the quickest response, email us at yellowandcoevents@gmail.com. Please include approximate number of guests, description of event occasion, start and end times, and date(s) you are interested in reserving. Please schedule an appointment to look at the space and/or discuss the event. We ask that you do not just stop in unscheduled. The staff onsite will not be able to answer questions.

Address - 1830 Patton Drive. Suite 3, Mahomet IL 61853 (enter through suite 2 or patio door on east side)

Fees

- $85 per hour (2 hour minimum) non-peak hours (Mon through Wednesday)
    - *effective January 1, 2027 $90 per hour (2 hour minimum) non peak hours
- $95 per hour (2 hour minimum) Peak Morning/Afternoon hours (Thursday, Friday, Saturday, Sunday)
    - *effective January 1, 2027 $100 per hour (2 hour minimum) Peak Morning/Afternoon hours
- $120 per hour (2 hour minimum) Peak Evening hours – after 4pm (Friday, Saturday)
    - *effective January 1, 2027 $130 per hour (2 hour minimum) Peak Evening hours

Bar Service

- $35 per hour for staff *effective January 1, 2027 $40 per hour staff
- Beer, Wine, Seltzers and Liquor available for purchase per drink or bottle.
- For open bar, there will be an automatic 20% gratuity added to the bill

Add'l Fees

- Use of TVs *$40 one-time fee
- Must have laptop with HDMI connection.

We can also provide or help coordinate activities for your event. Here is a list of some but not all possible activities. If you have an idea of an event or activity, please don't hesitate to ask.
***Additional costs vary depending on the activity.**

- Comedian
- Magician
- Live Music
- Trivia Night
- Newlywed game
- Balloon Artist
- Photo Booth

All rentals require a $100 deposit. The deposit will be applied to the outstanding balance at the time of the event. If the event is canceled or does not occur at no cause of Yellow & Co., the deposit will be considered nonrefundable if under 90 days until the event. The deposit or portion of the deposit will

not be applied to outstanding balance or returned if there are damages, rules broken or violation of any of the will be returned if there are no damages, rules broken, etc…

The rental fees will be paid at the end of the rental timeframe, and the deposit will be returned at the end of the rental timeframe. There will be a walkthrough at the end of the rental.

To guarantee date: A deposit of $100 payment can be accepted as cash, check or credit card.

Click here to pay deposit online or stop in boutique to pay in person.

Below are the general facility rental policies.

Yellow & Co. is a smoke-free, vape-free, gun-free facility.

Food Service: You may bring your own food and beverages or hire a caterer of your choice. Yellow World does not assume any liability regarding food brought into the business. Please note Yellow & Co. does not have warming or cooling facilities. *If you are scheduling a food truck, you must ask permission from Yellow & Co. prior to. Please remember to bring paper towels and napkins. Also, bring boxes and bags for leftovers. We will not provide any.

Alcoholic Beverages: Yellow & Co. does offer Bar service for private events for an additional cost Non. No outside alcoholic prohibited in the event space. If outside alcohol is brought into Yellow & Co., it WILL void your agreement and result in immediate cancelation of your event. You will still be required to pay for the rental fee and will forfeit the return of your deposit. 20% gratuity automatically added to Open bar. Access behind the bar is strictly limited to individuals approved by the venue. No one under the age of 21 is permitted behind the bar under any circumstances. PLEASE help us enforcing this rule.

Day of Event: Provide point person for venue during the event rental. This helps the venue manage details and address issues. At the beginning of the rental, we will review expectations of the rental. All items for the event will be unloaded and loaded through the side patio door. PLEASE make sure attendees to your event understand the rules and guidelines laid out in this document and PLEASE help us by monitoring and enforcing these rules.

Boutique: The venue is attached to our gift boutique. If the rental is during business hours of our boutique, we ask that you and your guest respect the fact that we will have customers shopping during your event. Attendees can enter through the boutique or through the side door on the patio. We also ask that the doors between the boutique and event space remain closed during the event as well as the setup and cleanup. If the rental occurs during hours the boutique is open, we ask that attendees that are staying for the entirety of the party, park in the rear. Also, during boutique hours please keep volume including noise from children at an acceptable speaking volume.

Children: We ask that children under 16 are not allowed in the boutique without a responsible adult. Please make sure the adults attending the event are aware of this. NO playing or getting on the stage.

Setup and cleanup times: The facility fee is based on time used, including time allotted for setup and cleanup. We may have other events scheduled before or after your event, so we appreciate your cooperation in adhering to the agreed times. If the setup, guest arrival time, cleanup time, number of guests or other details are different than what was agreed to with us, additional charges will apply. If rental time is exceeded, the extra time will be charged in 30 min blocks.

Upon arrival, you will be provided with the agreed set of rules and a cleanup checklist for cleanup. You can see copies of each also on our website. We will provide towels and a cleaning solution. Also, please bring your own garbage bags for disposal of any gift wrapping, tissue and garbage from opening presents.

Decorations are allowed except for open flames, confetti/glitter and anything that damages walls or property. No tape, nails or screws to be used. Please discuss decorations prior to the event for anything that isn't a standalone decoration. We ask that you do **NOT** pop balloons. All decorations must be removed by you during cleanup. <u>You must sweep and wipe down all tables.</u>

All existing decorations incl. art will remain on the walls. It can be removed/taken down for add'l fee.

Security cameras do exist inside and outside the venue. The event will be monitored.

Cancellation policy: If you must cancel your scheduled event with Yellow & Co., it must be done so in writing to us. For cancellations made 90 days or more before the event, 100% of the deposit will be refunded. If the cancellation notice is received less than 90 days, NO refund will be issued. Rescheduling of events will be considered on a case-by-case basis.

Yellow and Co. has assorted tables and chairs. They may be used for no additional charge. Renter will be held liable for any damage to the tables and chairs. The renter will be responsible for providing tablecloths. Tablecloths must be on ALL folding tables.

Cancellations, Damages, liabilities & breach of contract.

You are liable for any damage done to Yellow & Co. property by guests, organizers or other parties affiliated with your event. Yellow & Co. cannot and will not be responsible for acts of God, inclement weather, or your party's change of plans.

Yellow & Co. will not be held liable for injuries or property damage/loss to others during this function, including but not limited to death, personal injury, property damage, or any other incidents that may occur to any person(s) by use of the building and premises during the term of this contract. The term of the contract starts when the first representative arrives on the property and concludes with the last person leaving the property.

A breach of contract fee can be incurred. Conditions for such fees include, but not are limited to:

- The hours of your event exceeds the time frame agreed upon
- Substantial damage has occurred to the property

- The facility has been left in an unacceptable condition.
- Outside Alcohol brought onto premise
- All fees pertaining to the contract are not paid in advance of your event.
- We hold the right to bill you after the event if damage is identified after the deposit was refunded.

Please provide the name of the point person during the time of the rental.

Printed Name _____

This document becomes a legal and binding contract when signed by the Renter and Yellow & Co. at 1830 Patton Drive, Suite 2 & 3, Mahomet IL. The original signed contract becomes the property of Yellow & Co., and a copy will be provided to the Renter.

Yellow World LLC. dba Yellow & Co. and Yellow & Co. Events
The undersigned has read, understands and is agreeable to all terms in this contract.

Renter Signature: _____ Date: _____

Renter Printed Name _____

Date and Time of Rental _____

Bar Service (Yes or No) _____

Yellow & Co. Signature_____ Date: _____