

9Twenty-Eight

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Chicago, IL 60612

9twentyeightevents@gmail.com

www.9twentyeight.com

Social Media: @9twentyeight

RENTAL POLICIES AND PROCEDURES

All events held at 9Twenty-Eight must be conducted in an orderly manner and in full compliance with applicable laws, regulations and 9Twenty-Eight rules and policies. The following events are allowed:

- Baby showers
- Bridal showers
- Children's parties (up to age 16)
- Pop up shops
- Gender reveals
- Sip and paints
- Poetry sets
- Classes
- Book launches
- Business meetings
- Private dinners
- Brunches
- Yoga
- Fitness sessions
- Music showcases
- Workshops
- And anything else that falls along those lines

Security Deposit: A security deposit as indicated in the Contract is required upon confirmation of the rental booking and is payable by Visa, MasterCard or Discover credit cards or Apple Pay only. The security deposit is non-refundable if the event is canceled or if the scheduled event date is changed.

Payment in Advance: The balance of the rental payment is due three (3) business days prior to event date or by the date indicated in the contract or the reservation will be forfeited. Payments are made payable to "9Twenty-Eight", and sent to the attention of Brittany M. Thornton.

Cancellation: The security deposit is non-refundable if the event is canceled or the date changed.

Caterer's Responsibilities: The caterer, procured by and acting as the agent for the Renter shall be responsible for setup and breakdown of all non-9Twenty-Eight equipment on the date of event. The caterer is also responsible for (1) set-up and break-down of rental equipment in prep area (which may only be used for staging and warming of prepared food, and not for actual food preparation); (2) maintaining event space including but not limited to, quickly cleaning up any food or drink spills during event, (3) The responsibility for returning the prep area to its original condition rests with the caterer.

The caterer shall not leave equipment, linen or cleaning to a later date. nor shall any equipment, linens, flowers, food, or other items bought for the event be left for pick up on another day after the event and must be removed within 1 hours of end of event. The Renter will be responsible for the caterer's compliance and for returning all other spaces rented for the event to its original condition. 9Twenty-Eight is not responsible or liable for any loss, damage or disposal of, but not limited to, any above mentioned items. The caterer must set-up within the timeframe the Renter has reserved and will not gain access prior to the time frame allotted unless the Renter has paid for additional usage beforehand.

The use of propane, butane or any type of gas canisters, cooking stoves, and cooking of any kind on-site is NOT permitted. The caterer must be onsite to accept any deliveries that the Renter has arranged, including but not limited to donated or privately purchased alcohol.

Liability: The Renter is liable for any damages to equipment and/or facilities of 9Twenty-Eight due to negligence of the Renter, its agents and/or guests. 9Twenty-Eight does not warrant the use of performance or any of its equipment.

Insurance Liability: Renters are free to purchase event insurance if desired. While this insurance is not required, 9TwentyEight does not assume responsibility for any incidents, or injuries that may occur on the premises. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

Event Set-Up: All setup and breakdown will be included in the hours booked. There are no exceptions to this. If you need to arrange a time to drop *off* party supplies before the event, contact your event coordinator to do so. The Renter representative/vendor is responsible for setup and breakdown of all rented equipment. Any and all equipment, food, flowers, etc. must be removed from the building immediately following the event. 9Twenty-Eight is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event. 9Twenty-Eight agents will setup and break down all 9Twenty-Eight supplied or -owned equipment

The Renter must inform the 9Twenty-Eight of a recommended room set-up at least two weeks prior to the event date to make sure that the City of Chicago's building; fire and electrical codes are met. The Event Coordinator will determine the location of all equipment to meet required fire lanes/exit paths for the event and will revise the event setup, if necessary, to comply with these requirements with or without the Renter's approval.

Decorations: All party decorations will be contained to rental space. The common areas of the building and exterior are not available. Candles: Use of votive and/or enclosed candles is allowed but must be approved prior to your event by an event coordinator. The placement of candles on the floor is prohibited and all candle flames must be below the top of the container. CONFETTI IS NOT ALLOWED.

Storage: 9Twenty-Eight does not provide storage facilities prior to or after any event. Any items left in 9Twenty-Eight will be discarded.

Printed Material: 9Twenty-Eight must approve printed materials, and any information to be posted on the Internet related to an event prior to being printed or distributed by the Renter. Adequate time should be allowed for this approval process. 9Twenty-Eight at its discretion may request that the Renter revise or reprint any material it did not approve at the Renter's expense.

Staff: A 9Twenty-Eight representative will be there to assist at the event with all needs pertaining to the venue only. The Renter is required to provide all necessary personnel as needed for its event.

Sale marketing of goods and gaming: 9Twenty-Eight does not allow any variety of gambling, gaming, bingo, casinos or wagering of any kind as an element of an event.

Smoking: No Smoking allowed in or outside of venue. No loitering outside the venue. 9Twenty-Eight strictly Adheres to the City of Chicago's Clean Air Ordinance and is a smoke-free facility. Smoking is prohibited in all areas, corridors, and bathrooms and within 15 feet of the entrance. The Renter is responsible for informing guests of the No Smoking policy. Failure of the Renter, their guests, or caterer to enforce the no-smoking policy will result in forfeiture of the Renter's and/or caterer's security deposit.

Entertainment, Music: All music being played shall stay at a reasonable noise level, to respect the privacy of our neighbors. WE DO NOT ALLOW DJ'S.

Alcohol: We allow licensed and bonded caterers and bartending service, but we do not allow the sale of alcohol. If Renter chooses to allow alcohol consumption in the facility, Renter is required to abide by all governmental rules and regulations governing that consumption, including, but not limited to, the checking of identification of all those consuming in order to ascertain the legal status of said consumption. Underage drinking is strictly prohibited. Renter agrees to indemnify and hold us harmless from all of Renter's violations of governmental rules and regulations by Renter. Drinking games are strictly prohibited.

Bars: Cash bars, the sale of drink tickets, and self-service bars are strictly prohibited.

Admittance Fee: The Renter is not permitted to charge admission for any events at the door, no exceptions.

Event Hours: Our facility will close at 10:00PM sharp, please adjust event time accordingly.

Cleanup: Renter is expected to remove any belongings they wish to keep. All trash, food, and anything else left behind will be handled by the venue.

Right to End an event: Please note that failure to adhere to these rules will result in your event being ended or cancelled with no refund.