

**EVENT SPACE RENTAL AGREEMENT AND CONTRACT** - Please read the material below so all parties understand the policies that are set in place to ensure that OUR HOUSE CULTURE CENTER remains a well maintained and safe location for everyone.

### **COVID-19 UPDATE**

As of 6/5/20, The City of Philadelphia has outlined re-opening and gathering guidelines for businesses throughout the city. Please visit [www.phila.gov/covid19](http://www.phila.gov/covid19) for a complete list of updates, recommendations, and testing sites. We are committed to ensuring Our House is a safe and sanitary space for you to gather with your family and friends. We will be applying the highest cleaning standards and practices in preparation of each event. We have outlined our policy changes as a result of these guidelines. Please read through completely as these additional guidelines affect some of the policies in the contract.

- If you or a guest are feeling sick or experiencing high fever, chills, or coughing **PLEASE STAY HOME**
- All guests are required to wear a mask while on the premises
- Please maintain 6 ft. distance between guests while on the premises
- Our new capacity is a maximum of 10 guests at a time
- Please wash/sanitize hands frequently. Hand sanitizer stations will be available throughout the building and anti-bacterial soap at both the bathroom and kitchen sinks
- The space will be cleaned and sanitized before and after each event
- Guests may not stand or gather within 50 feet of the exterior perimeter of the building
- Please consider individual food servings vs. buffet style serving as an additional precaution
- The total rental rate will be discounted 25% while we are in the **YELLOW** phase under reduced capacity

**HOURS OF OPERATION** - Sunday - Thursday 9am - 10pm / Friday - Saturday 9am - 11pm. All event activities are to end no later than 15 mins prior to event end time. At which time, you will begin making final announcements, escorting guests out, and breaking down food, drink, and decorations.

**TOTAL CAPACITY** - 25 guests / standing 20 guests / seated

**SEATING** - We provide seating for 20 guests. We welcome guests to bring additional seating to accommodate guests during the duration of the event. Please keep in mind the 60 guest seating capacity.

Seating Included:

- 3 Long tables - 6ft x 30in / seats 6
- 2 4ft tables / seats 4
- 20 black chairs

**DEPOSIT/RENTAL FEES** - A signed contract and date-hold deposit in the amount of 50% of your total rental fee must be received to reserve your date(s). Deposits are non-refundable. The balance of your space rental fee is due fourteen (14) prior to the day of your event. Any additional costs that arise will be due within two (2) days after your event. No terms are implied or granted and no work will be allowed to commence until scheduled payments are received.

**CANCELLATION** - OHCC/6S reserves the right to cancel this agreement or scheduled event at any time if in the sole discretion of OHCC/6S cancellation is deemed necessary for reasons of safety and/or security of guests, the building, or surrounding area. In the event of such cancellation, OHCC/6S will issue a 50% refund of the rental fee. The guest may cancel the event no later than thirty (30) days prior to the event date. In such case, the guest may reschedule the event to another mutually convenient date up to one year after the original scheduled date. If notice of cancellation is given within thirty (30) days of the event, all fees will be forfeited.

**WEATHER / NATURAL DISASTER / STATE OF EMERGENCY** - OHCC/6S will always follow all local, state, and/or national guidelines in the event of a weather, natural disaster, or emergency occurrence. In the event of a local state of emergency, curfew, or forced closure, the event will be rescheduled to another mutually convenient date up to one year after original scheduled date.

**SITE DECORATION** - We want to ensure that every guest feels welcomed and every event is a special experience. We encourage guests to prepare decorations reflecting their creativity.

Please adhere to the following guidelines and share with your decorating team:

- Only the staff of OHCC/6S can rearrange and move any furnishings, including but not limited to artwork and seating
- Hanging is allowed on all walls. ONLY low tack tape and command strips are allowed. No nails, screws, staples or penetrating items are to be used on our walls or floors
- No glitter, foil, or confetti (including in balloons) is allowed on site
- No fog, dry ice, steam, bubbles, or fire/fire crackers are allowed on site
- At the end of the event, please take balloons with you. If you are leaving balloons, please DO NOT pop the balloons. A staff member will dispose of the balloons left at the end of the event. Balloons cannot be released in front of the building
- Decoration breakdown should begin 15 mins prior to the end of your event
- Any damages will be charged to the credit card on file following the event

**CATERING STANDARDS** - We welcome caterers and offer the use of our kitchenette with mini refrigerator, sink, and microwave. Our top priority is that guests are served in a safe manner and that all local and state guidelines are adhered to.

Please adhere to the following guidelines and share with your catering team:

- No food preparation/cooking is allowed on site including the use of burners, fryers, ovens, propane, and cooking irons. Sternos are recommended.
- Caterers must clean and remove all service items, food, and dispose of all trash while on site.
- We recommend that a caterer from our OHCC/6S recommended caterers list be used for your event. Our recommended caterers have experience working at OHCC/6S and are familiar with our policies and procedures. If interested, please request the list at the time of booking.
- Please have caterers provide certificates of insurance and ServSafe Certificates fourteen (14) days prior to event
- Any breach of the guidelines will result in an additional fee to the credit card on file following the event

**LIVE MUSIC/DJs/BAND** - We love when guests enjoy themselves and we encourage a social and lively atmosphere. Being a good neighbor and maintaining volume/noise limits is also important to us as we are located near residential units. We welcome bands and DJ's and offer the use of our bluetooth speaker system.

Please adhere to the following guidelines and share with your DJ/Band:

- Music must end by 9:45 pm during (Sunday - Thursday) and by 10:45 pm (Friday and Saturday)
- Guests and their DJ/Band must adhere to music levels set by OHCC/6S staff
- If an event creates a disturbance due to high noise/high volume, OHCC/6S staff has full authority to ask the guest or DJ/Band to turn the volume down and/or off.
- If repeated disturbances are created to the point of expulsion, no portion of the rental fee will be refunded

**AUDIO/VISUAL EQUIPMENT** - We love when guests enjoy themselves and we encourage a social and lively atmosphere. We offer the use of our bluetooth speaker system for music and a smart t.v. for images to be projected on the front facing wall.

Please adhere to the following guidelines and share with your team:

- We encourage DJs to make every effort to use our house speaker system
- The smart t.v. is HDMI compatible.
- Please adhere to the established volume and bass levels set by OHCC/6S staff
- Please handle all equipment with care and let staff know of any damages or technical difficulties

**ALCOHOL/SMOKING POLICY** - We encourage a safe and celebratory atmosphere. OHCC/6S and staff reserves the right, in our exclusive discretion, to expel anyone who in our judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of OHCC/6S or the safety of our staff, guests, or building. In addition to our in-house policies, Our House adheres to all local, state, and federal drug/alcohol and public ordinances policies.

Please adhere to the following guidelines and share with your guests:

- Alcohol cannot be sold on the premises at any time. Complimentary alcoholic drinks can be served responsibly to guests over 21 years old
- If using a bartender, "tip jars" are not allowed. Please arrange compensation for your bartender before/after the event
- We are a non-smoking and drug free facility. This includes the interior and exterior perimeter, within 50 feet of the building
- No hookah or vaping allowed. This includes the interior and exterior perimeter, within 50 feet of the building
- Renter is responsible for everyone's safety, and must ensure alcoholic beverages are consumed in a responsible manner

**MINORS** (17 years old and under) - We love the kids! Keeping them safe while keeping the fun going is our top priority during events with minors

Please adhere to the following guidelines and share with your guests:

- OHCC/6S requires that there be a 1:10 adult to minor ratio during events with minors
- OHCC/6S requires that minors remain on the premises at all times. Please do not allow minors to exit the building unaccompanied
- Renter is responsible for everyone's safety during their event but especially the safety of minors. We encourage renter to maintain an emergency contact list for each minor attending the event

**GUEST CONDUCT** - Our House is a safe space where we want everyone to feel like family.

Please adhere to the following guidelines and share with your guests:

- Please ensure guests refrain from congregating around the exterior perimeter within 50 feet of the building at any time before, during, or after the event. This includes our neighboring properties
- Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion
- Renter and guests shall use the premises in a considerate manner at all times
- Conduct deemed disorderly at the sole discretion of OHCC/6S staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such case, there will be no refund of the rental fee

**LOAD-IN/LOAD-OUT AND STORAGE** - Outside furniture and decorations are welcome. Our top priority is to ensure a smooth and efficient transition between events.

Please adhere to the following guidelines and share with your vendors:

- All delivery, set up, and clean up of event decor, furniture, or catering items must take place within the designated time frame of the contract
- A timed pick up prior to the event end time is required
- OHCC/6S is not responsible for checking in or handling any items brought into the space by outside vendors.
- All delivered items must be checked in and signed for by the client or client's representative.
- All excess material such as bubble wrap, boxes, hangers, plastic, etc. created by deliveries must be removed and disposed of by the vendor, client, or client's representative
- Limited storage may be available upon request. Storage fees will be applied to any items left overnight or beyond the scheduled event time. This also applies to items left post event for shipment out via courier
- OHCC/6S takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days.
- It is not the responsibility of OHCC/6S to ensure that pick-ups are scheduled and executed
- Any additional fees to the credit card on file following the event

**ADDITIONAL FEES** - You will be notified of all additional costs that arise and will be charged within two (2) days of your event. OUR HOUSE CULTURE CENTER / 6S COLLECTIVE is authorized to invoice and/or charge additional fees arising from damages and/or overages from the event to the credit card on file. You certify that you are an authorized user of this credit card

and agree to and will not dispute the payment so long as the transaction corresponds to the terms indicated in this form.

**PHOTO/VIDEO RELEASE** - We love sharing photos and videos of our guests, events, and event decor.

Please share the following release with your guests:

OHCC/6S and staff may take photographs of me and my guests in connection with our scheduled event. I authorize OHCC/6S staff to copyright, use and publish event photos and video in print and/or electronically. I agree that OHCC/6S may use such photographs of me with or without my name and for any lawful purpose, including for example publicity, illustration, advertising, social media and web content.

**ENTRY AND EXIT** - OHCC/6S has 1 exit, with one step to enter. The door entrance is wheelchair accessible. Management and staff will be available for pre-and post-event inspections and periodically throughout the event. You will be given a contact number for the on-site staff should you need their assistance.

**FIRE / GENERAL SAFETY** - If there is an emergency situation PLEASE CALL 911 first and then the on site staff. Please refrain from unsafe activities that could cause bodily injury or harm. There is a First Aid Kit on site in the kitchenette area. There is 1 fire extinguisher and 1 emergency alarm pull located at both exits of the building.

**INSURANCE/LIABILITY** - Special Event Liability insurance is recommended for all renters and can be obtained through any major insurance carrier. If you elect to obtain insurance, a copy of your certificate is due no later than fourteen (14) days prior to your event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring OHCC/6S employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. Any caterers, vendors, companies, and/or institutions must provide a copy of their certificate of insurance, ServSafe certificate, and Catering License to OHCC/6S, naming OHCC/6S COLLECTIVE as the additional insured, and will be delivered at least fourteen (14) days prior to the event.

**INDEMNITY** - Renter agrees to indemnify, defend, and hold OHCC/6S, its landlord, building owners, officers, staff, and contractors harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises. In the event OHCC/6S, its landlord, building owners, officers, employees and/or agents, are required to file any action in court to enforce any provisions of this agreement, renter agrees to pay OHCC/6S, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by OHCC/6S, including all collection expenses and interest due.

**CITY, COUNTY, STATE AND FEDERAL LAWS** - Renter and guests agree to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises.

**PROMOTIONS AND COPYRIGHT** - It is important to us that you have an enjoyable and successful event. Should OHCC/6S engage in the promotion or co-production of your event, it

is imperative that we see and approve all marketing messages and communications. We are happy to provide professionally created images of our space and logo for promotional materials.

We hope you will refer others to Our House! A representative of OHCC/6S will be available to answer any questions about the space, contract, or about our upcoming events and the community based programs we offer.

Our House Culture Center is a 501(c)(3) organization. This agreement is governed by and constructed in accordance with the substantive laws of the Commonwealth of PA.