



EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT CONTACT: \_\_\_\_\_

DEPOSIT RECEIVED DATE: \_\_\_\_\_

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BARBARA ADAMSON, THE WEAVING ROOM

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EVENT CONTACT

# Policies & Regulations

## **Booking and Deposits**

A non-refundable date-hold deposit of 50% of rental fee along with a signed Event Space Rental Agreement is required to reserve The Weaving Room for a specific date and time. All balances must be payable to K2 Holdings, LLC seven days in advance of the event. No refunds will be issued 14 days prior to the event. The Weaving Room at The Mill is not responsible for lost, damaged, or stolen equipment or objects left on the premises.

## **Insurance and Liability**

Special Event Liability Insurance is required for ALL Renters and Caterers. During the Lease Term, Lessee, at Lessee's sole cost and expense, shall maintain a policy of commercial General Liability & Liquor Liability insurance insuring Lessee against liability for bodily injury, property damage and personal injury arising out of the operation, use or occupancy of the Property. Lessee shall name Landlord (and any affiliate of Landlord designated by Landlord) as an additional insured under such policy, and Lessee shall provide Landlord with an appropriate proof of coverage or certificate of coverage before occupying the premises or property. Such General Liability insurance shall have a limit of not less than One Million Dollars (\$1,000,000) per occurrence with a Two Million Dollar (\$2,000,000) aggregate limit. The lessee shall also purchase and maintain Liquor Liability insurance with a limit of not less than One Million Dollars (\$1,000,000) per occurrence with a Two Million Dollar (\$2,000,000) aggregate limit.

## **Site Decoration**

The Weaving Room at The Mill is a historic site and should be treated as such. In the event of any damages occurring to the space, the Renter will be held solely responsible and will be billed accordingly. This includes, but is not limited to, scratched, nicks, breaks, or marks of any kind. No confetti, glitter, rice, birdseed, smoke machines, or sparklers are allowed on the premises. Candles must be globed with hurricanes or votives. No open flames are allowed.

## **Noise**

Renter acknowledges that the premises are located near residential units and therefore agree to control the noise level at the event such that it does not disturb neighboring occupants. In the event that the event creates a disturbance due to high noise volume, Renter shall immediately reduce the volume.

## **Cancellation**

Date-Hold deposit of 50% of Rental Fee is non-refundable. More than 14 days prior to the event, the balance due on event rental will be refunded. From 5 days prior to the event, no rental payment will be refunded.

## **Catering, Cleaning, Trash and Equipment Removal**

The Weaving Room at The Mill will be in a clean condition prior to the event. Within 2 hours following the event, the Renter is required to remove all equipment and return the space to the same condition in which it was found. There is no open flame or frying allowed on site. All trash must be collected, properly bagged, and removed by Renter and/or Caterer. A cleaning fee of \$75 will be charged to all Renters in addition to rental fee for deep cleaning of the space and restrooms.

## **City, County, State and Federal Laws**

The Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. The Renter agrees to ensure alcoholic beverages are consumed in a responsible manner. K2 Holdings reserves the right to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs.

## K2 Holdings Waiver and Release of Liability

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1. By signing this Waiver and Release of Liability (Agreement), I waive and release K2 Holdings, its agents, servants, employees, insurers, successors and assigns from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility.

This waiver and release is intended to and does release K2 Holdings from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and K2 Holdings's negligence. This is not intended to release K2 Holdings from any liability resulting from their intentional conduct.

I further covenant and agree not to institute any claims or legal action against K2 Holdings for any claim released by this Agreement. I further agree that should any claim be made against K2 Holdings in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) K2 Holdings for any such claim and expenses including attorney's fees and costs incurred by K2 Holdings in defending themselves or security indemnity hereunder.

2. I understand that K2 Holdings is not responsible for any lost, stolen, or damaged valuables or property.

3. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue K2 Holdings for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by K2 Holdings, will void and terminate this Agreement and may result in loss of the ability to use the facility.

I am signing this Agreement freely, voluntarily and competently and am at least eighteen (18) years of age.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_