



# STUDIO 418 EVENT RENTAL AGREEMENT

418 W Broad St 23220 (804) 225-0020 STUDIO418.NET Info@Studio418.net

This is a legally binding contract. Please print, sign and initial where needed. No event is confirmed, or reserved until Studio 418 has received both the agreement and the 50% non-refundable deposit. Write checks to Studio 418, LLC (\$40 returned check fee) and mail to 418 West Broad Street Richmond, VA 23220, or drop it off by appointment only. Credit users pay through Paypal from [Studio418.net](http://Studio418.net) (3.35% processing fee) Cash users, please hand deliver. A copy of your driver license is required at the signing of this agreement.

Full Name of Sponsor / Host		Phone	Address	
E-mail	Date of Event	Start Time	End Time	Type of Event (Party, Wedding, Shower)
Number of Guests	Set up Hours (2 hours from 4:30 to 5:30)	I would like to hire Maguire to help decorate @ \$50 per hr Yes      No		
I will be serving Alcohol Yes      No	I will be SELLING Alcohol and will apply for a Banquet license Yes      No		I will be charging tickets, or an entrance fee. Yes      No	
I will be hiring a Caterer Yes No	Name of Catering Company		I will have Entertainment Yes No	Band / DJ / Entertainer Name
I would like to rent the Entire property for 24 hours \$2500 Yes      No		I would like to stay in the VIP Loft for the night \$375 (save \$75) Yes      No		
I would like to rent the parking lot (holds 20 cars) \$100 Yes      No		I would like to rent one of the Furnished Suites on the 2nd floor \$250 Yes      No		

ADD ONS: I understand that I can Add-on services to this agreement prior to the Event date if available. (Additional Hours, Photography, VIP Loft, etc...)  
Yes

ARRIVALS: I understand there is a \$50.00 an hour charge for early arrivals and, or deliveries. Hosts have 30 minutes prior to the event start time to decorate, set-up and receive deliveries. PLEASE tell your guests and vendors NOT to be early.  
Yes

CANCELLATIONS: I understand that by canceling my Event will result in forfeiture of my deposit. Changing the date less than 60 days in advance will result in forfeiture of my deposit.  
Yes

CAPACITY: I understand that my Event shall not have more than 50 guests.  
Yes

DAMAGES: I agree to pay a refundable security damage deposit of \$500 (\$1000 for entire property), and to additionally reimburse Studio 418, LLC for the cost of missing items, and repairing any and all damages (ordinary wear and tear excepted) to and within the premises occurring during, or arising in connection with my event, including works of art, appliances, scraped floors, electronics, plumbing, ceiling fans, lighting and furnishings.  
Yes

SET-UP / DECORATING: I understand there is a \$50 an hour charge to set-up and decorate for my event prior to the given 30 minutes before the Start time. I will not be using confetti, rice, or glitter in Studio 418. Balloons, streamers, or signs will be fixed to assure they stay away from the ceiling fans. We will not be using any tape on the floors, or columns, or painted walls, or wood furnishings. All furniture, coolers, or any moved item will be lifted and NOT dragged across the marble and slate floors.

Yes

INDEMNITY: I agree to indemnify and hold harmless Studio 418, LLC from any and all risks, costs, expenses, and claims of any kind from anyone who has consumed alcohol prior, during, or after my event.

Yes

LIABILITY: I agree to indemnify and hold harmless Studio 418, LLC from and against any and all risks, costs, expenses, and claims of every kind arising from, or in connection with my Event.

Yes

PAYMENT & FEES: I understand to rent Studio 418, there is a 50% non-refundable deposit due in advance to hold the date. The remaining Balance is due in check, cash or credit card 1 (one) week prior to the scheduled event. Any overages, or extra fees will be paid on the Event date.

Yes

VACATE: I understand that the premises must be cleaned and vacated within (30 minutes) of the event END time. An additional \$300 hourly fee will apply if I go past those 30 minutes. The music will STOP 15 minutes prior to the event END time. I will remove all trash & place it in garbage bags in the outside bins, replace furniture, wipe down counters, mop up spills and re-stack the 36 buffet chairs in three rows of 12 neatly.

Yes

---

**HOUSE RULES:** Events End on Weekends by 12am. On weeknights by 11pm (unless you have rented the entire property). Music is STOPPED at least 15 minutes before End Time.

50% of your event costs is required as a **deposit** to hold the date for your event. The initial **deposit** is non-refundable. A refundable security damage deposit of \$500 plus the remaining event cost balance is due 1 (one) week prior to the event date. The \$500 (\$1000 for entire property) security damage deposit does not apply towards the rental fee. It will be returned to the sponsor within 72 hours after event end time provided Studio 418 is left in clean condition and no damage has occurred.

**50 Guest Maximum Capacity**

Outside **Catering** is Welcome! Our kitchen is yours to use. NO open flames, or grilling inside building. (We have the patio for that) You may use our serving dish ware and utensils, but ask that you wash and replace them. PLEASE don't take them. The Caterer is responsible for cleaning up the kitchen and dining areas during and after the event.

**Clean Up:** Renters are asked to straighten and replace all items to the way they were when arriving. Please bring your own trash liners and take all your trash to the bins in the alley. Please bring paper, or cloth towels to mop up any spills, marble stains easily. We ask that you wipe down all counters and dispose of any broken glass properly. Ice coolers are to be dumped in alley, not on patio, or in shower. Please re-stack the buffet chairs in three rows of 12 - NEATLY!

**Rice, confetti, glitter, birdseed,** etc. is not permitted. Balloons are allowed, but must be attached to fixed furnishings. (Keep away from ceiling fans)

**Tape** is not allowed on floors, wood furniture, brass handrails, columns, or painted walls. **Nails** are allowed on exposed brick ONLY, not on painted walls, columns, or wood trim.

**NO ITEMS MAY BE DRAGGED ACROSS THE MARBLE AND SLATE FLOORS!**

**Candles** are permitted, but we ask that you think about safety and protect our antiques. They must be placed in safe areas with a protective votive.

**Smoke effects are not permitted on premises.**

**Games:** Studio 418 must approve any games, rented, or otherwise created to be played on premises during any event.

**Parking:** The parking lot is rented from a neighboring business for \$100 per event (holds 20 cars), we do not own it. All cars must be OUT of the lot no later than 30 minutes after the event End Time. In the event someone is unable to drive, their car must be responsibly moved to a legal spot on the street, or it will be towed.

At no time shall Studio 418 be responsible, or liable for inclement, or bad weather that may in any way affect an event. Studio 418 reserves the right to cancel the event at any time, with or without notice, in the event that any term, condition, or promise in the Event Agreement have been or are being violated. In such event, there will be no reimbursement or credit towards any fee previously paid or any fee still owing and will not be responsible for any consequential damages. Studio 418 reserves the right to remove from premises any person(s) behaving in a manner considered to be potentially harmful or detrimental to the Building and/or other event guests. Studio 418 also reserves the right to cancel the event in the interest of public safety or in the event of an emergency. Studio 418 will in no way be responsible for any consequential damages resulting from a closure decision due to an emergency or a closure decision made in the interest of public safety.

**We want you to have a fantastic event! Please respect Studio 418 as you would your own home! ~ thanks! Maguire**

---

**PRICES**

	Hours (3 hrs from 7pm to 10pm)	COST
HOURLY RATE: \$300.00 per hour (3 hr minimum)		
	Hours (3 hrs from 7pm to 10pm)	COST
HOLIDAYS & SEASONAL EVENTS: \$350 per hour Dec - New Years, Thanksgiving week, Easter Week, 4th of July, etc..		
	Hours (2 hrs from 4:30 to 6:30pm)	COST
DELIVERY / SET-UP / DECORATING: \$50.00 per hour Any arrivals, or deliveries prior to 30 minutes before event.	Buy flowers and arrange for 2 hrs	COST
DECORATING ASSISTANCE from Maguire \$50		
	Which suite? How many nights?	COST
FURNIISHED SUITE on 2nd floor - \$250 (add \$175 for each additional night)	Check in - Check out time	COST
VIP LOFT \$375 Spend the night after your event!	Check in - Check out time	COST
RENT THE ENTIRE PROPERTY FOR 24 HOURS - \$2500 Plus \$250 cleaning fee	Date and hours needed	COST
PARKING LOT - (holds 20 cars) \$100	Check in - Check out time	COST
PHOTOGRAPHY / VIDEO / ART PRODUCTION \$125 pr hr 2 hour minimum	COST	TOTAL OF EVENT COST
DAMAGE DEPOSIT - \$500 ENTIRE PROPERTY - \$1000		
		50% SUBTOTAL (non refundable deposit)
		SECURITY DAMAGE DEPOSIT
BALANCE IS DUE 1 (ONE) WEEK PRIOR TO YOUR EVENT	BALANCE DUE DATE	REMAINING BALANCE DUE
	<input type="text"/>	

As sponsor, or a representative there of, I am over 21 years of age and am authorized to reserve space for the event described above. I have read and acknowledge all the charges and conditions set forth on this form and as sponsor agree to abide by all conditions of Studio 418, LLC. **(Initials)** \_\_\_\_\_

As sponsor I agree to abide by all federal, state, and local laws. **(Initials)** \_\_\_\_\_

As sponsor I agree to reimburse Studio 418, LLC in addition to the \$\_\_\_\_\_ security damage deposit if needed for all loss and/or damage caused by the sponsor, its agent, and or invited guests. **(Initials)** \_\_\_\_\_

**Sponsor of Event (print):** \_\_\_\_\_ **Today's Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SPONSOR OF EVENT**  
**Signature:** \_\_\_\_\_

**STUDIO 418**  
**Signature:** \_\_\_\_\_