



Burbity Workspaces Event Space Rental Terms and Conditions

Thank you for choosing to hold your event at Burbity Workspaces. To ensure everyone's safety and to keep Burbity Workspaces a well maintained and safe location for future use we enforce the following standards for all guests in the space.

If you have any questions or concerns, feel free to connect with Burbity Workspaces staff at 509.255.7275. After hours call 509.844.5001

Space Rental Rates:

Indoor/Outdoor Event Space: \$125 per hour

*Discounts available for booking 4 hours or more. Please use promo code **HALFDAY** at check out for your discount. (15%)

Training Room: \$100 per hour

*Discounts available for booking 4 hours or more. Please use promo code **HALFDAY** at check out for your discount. (15%)

The Gathering Space: \$125 per hour

*Discounts available for booking 4 hours or more. Please use promo code **HALFDAY** at check out for your discount. (15%)

Terms and Conditions

Please read the material below to make sure **all parties** understand the requirements of providing for everyone's safety and keeping Burbity Workspaces a well maintained and safe location for future use.

Rental Fees and Refunds:

Payment in full is required for all reservations at the time of booking. When cancelling or rescheduling with 2 weeks advance notice a full refund will be issued to the form of payment on file.

Reservations cancelled with less than 2 weeks' notice, a 50% refund will be issued to the form of payment on file. Reservations cancelled within 48 hours of scheduled event will not be refunded. Reservations may be canceled or rescheduled only by **calling Burbity Workspaces at 509-255-7275.**

Overtime Charges:

Events that run longer than the time reserved will be charged to the client's card on file at the standard **hourly rate**. (see rental rates) If breakout rooms are needed it is the responsibility of the Client to communicate this need and book additional space accordingly. Any use of additional spaces will be billed to Client.

Burbity Workspaces Client agrees to pay for any damages caused to Burbity Workspaces, its equipment, and property as a result of meetings or events.

What is included:

Coffee and filtered water are available for you and your clients upon request at no additional charge. Please make arrangements **in advance** so we can be prepared to meet your needs. All cups, glasses and silverware are to be supplied by the client.

Signs directing guests from front entrance to event space.

Additional Items Available Upon Request:

- 2 - Rolling Carts – for unloading.
- 1 - Wagon – for unloading.
- 3 – Six-foot folding tables.
- 1 – Sandwich Board – can be customized by you to your event.

Room Set-up:

Fees include standard set-up with our in-house tables and seating. Please communicate any additional needs when booking the space. Group may bring their own equipment or rent from an outside vendor. Burbity Workspaces makes no guarantee of compatibility of outside equipment.

In order to help you be better prepared for your event, please connect with us to **schedule a trial run** to confirm all technology is compatible and ready to use.

Set up, Load-in/Load-out and Storage:

All set-up and tear down must take place within the designated time frame booked with Burbity Workspaces.

If additional equipment is required, Client is responsible for arranging rental of equipment, set-up and break down. Burbity Workspaces is not responsible for checking in or handling any items brought into the facility by rental companies. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative. Limited storage is available upon request for a fee. If additional equipment is required, group is responsible for arranging rental, delivery, set up and removal.

Conduct:

No smoking or vaping indoors is permitted. Smoking is permitted outside in designated areas. Please use designated receptacles for waste.

Clean up and trash removal:

- Wipe down all counters/tables – cleaning supplies under the sink in the Indoor/Outdoor Space and under the podium in the Training Room.
- Remove trash – Dumpsters are available in the parking lot behind the wood fencing. One dumpster for recycling and one for all other trash.
- Sweep the floor as needed – Broom is next to refrigerator.
- Check the refrigerator for any stored food from your event.
- Remove all personal belongings.
- Please leave the room as you found it.

Failure to pick up trash or leave the room in reasonably clean condition will result in and **additional cleaning fee of \$125.00** and will be charged to the client's credit card on file. Instructions for clean-up are also provided in the space on the counter.

Liability:

The Renter shall indemnify, defend, and hold harmless Burbity Workspaces and its officers, directors, employees, and agents from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by Renter's negligence in



connection with the use of the facilities. Burbity Workspaces shall indemnify, defend, and hold harmless the Renter and its officers, directors, employees, and agents from and against any and all Claims arising out of or caused by Burbity Workspaces negligence in connection with the provision of services or the use of the facilities. The indemnified party shall promptly notify the indemnifying party of any claim for which indemnification is sought hereunder. The indemnifying party shall have sole control of the defense of any such claim and all negotiations for its settlement or compromise. The indemnified party may participate at its own expense in the defense of any such claim if such claim is against the indemnified party. Notwithstanding anything else to contrary, in no event shall either party be responsible for any (a) damage, expense, loss or other liability to the extent attributable to the negligence, acts or omissions of the other party, and (b) indirect, special, punitive, incidental, or consequential damages.

By booking a meeting space at Burbity Workspaces you acknowledge that you have read and understand these Terms and Conditions.

Signature

Date

Date of Event: _____