



CIMONE KEY[®]
CREATIVE STUDIO

Booking Policies

Presented By: Cimone Key Creative Studio

www.ckcreativestudio.com

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Cimone Key Creative Studio, 2019, Dallas, Texas

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“Positivity, confidence, and persistence are key in life, so never give up on yourself. When the mind, body, and spirit work together, I believe anything is possible.”

RENTAL CONTACT

RENTAL DATE: _____ TIMES: _____

RENTER'S NAME: _____

FULL NAME

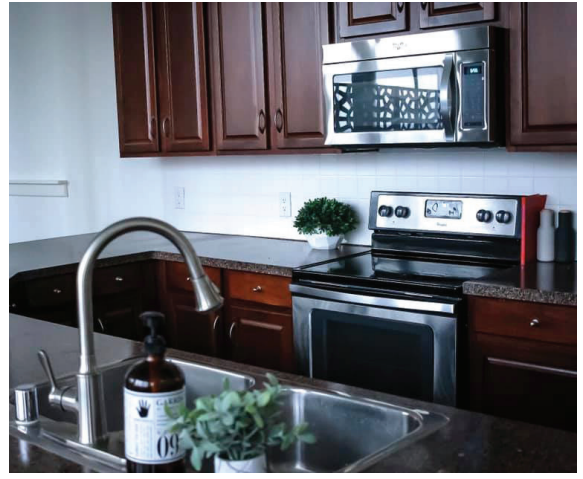
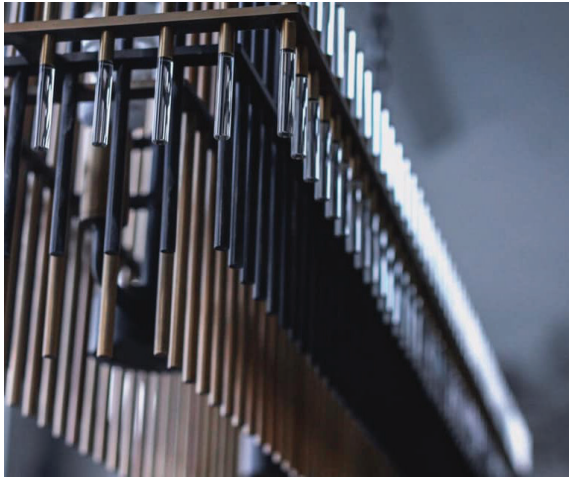
COMPANY

CONTACT NUMBER

E-MAIL ADDRESS

Please be aware that all bookings include your setup and take-down times. We have found that it is easiest to include everything in one simple pricing structure and we do this to keep things simple for everyone. If you would like additional time added to your booking, you may choose to add on in hour increments.

Gallery



Venue Policies and Procedures

Cimone Key Creative Studio Venue is rented for social and meeting functions, clients and their outside vendors understand that the historical property and its furnishings require rules and regulations that respect the antique nature of the building. The management of the Cimone Key Creative Studio reserves the right to accept or reject any event application which is felt inappropriate to the property.

The Entire Loft

Maximum 50 people

Buffet Style Set up/ Use of Kitchen Prep Area

Hourly Rate or Packages Available

15 ft Ceilings

2,300 sq ft

Historical loft

Dining area

Concrete flooring

Downtown Dallas Views

Full Kitchen with bar seating

2 lounge areas

Spacious for photoshoot backdrop set-ups

2 TV's

Sound System for your device

Upper level rooftop available for quick selfies

Available Thursday-Sunday 8:00 AM - 10 PM

Venue Pricing & Packages

There are several options for your next event. Rent the entire space by the hour or book the intimate one room special for your event.

Pricing available for rentals are as follows:

Event Hourly Rental: Hourly Rate \$150

Event Package Rental: Hourly Rate \$600 (Save \$150)
5 hour total time (example 1pm-6pm,
11am-4pm)

Photography Rental : \$50 per (1) hour. \$75 per (2) hours (save \$25)

Additional items for rent :

- HDMI cord
- Photography backdrop
- Softbox

Scheduling/Eligibility

Requests for use of reservation will be made through Cimone Key 469-608-0315.

Applicants must be 18 years of age or older. Scheduling is subject to availability.

To confirm a reservation of Cimone Key Creative Studio, the client will pay a month prior to event which includes a 50% non-refundable deposit. The deposit will need to be received when returning a copy of this completed & signed reservation contract. Checks should be payable to Cimone Key Creative Studio. Upon approval by the manager, the client will receive a signed copy of the contract. **Balance of rental should be received no later than (7) days prior to event to confirm and reserve the venue.**

Cancellations

In the event of an emergency or weather closing, the entire fee will applied toward the rescheduled date/time. The main contact listed on the request form will be notified by Cimone Key Creative Studio staff It is the responsibility of the renter to notify all attendees. In the event that an organization or individual cancels a reservation, the organizer will notify Cimone Key Creative Studio.

The applicant's signature on the application indicates an agreement to comply with all Cimone Key Creative Studio policies, procedures, and guidelines.

Time

The space may be reserved by the hour for whatever time you need. When reserving your time slot, please take into consideration the time needed for vendors set up (caterers, dj's and bartender), arranging the tables in the way you wish & any decorating. Most events need 1 hr set up PRIOR to event. If our calendar allows, you can set up time the day before or morning of an evening event. This can be arranged the week of your event. If during the event you choose to extend the time & the manager gives permission, the additional hourly rate will be collected during event. Music must be done by 9 pm due to tenants in the building. You will have 30 minutes from the end time of the event to clean up and gather belongings FREE of charge. After booking your date you may schedule 1 complementary visit to the venue prior to event date. Any additional visits will result in fee. Please arrange for any family or vendors to visit at the same time.

Scheduling/Eligibility (Cont.)

Occupancy

Clients must review room occupancy limits with the manager according to the county fire code and adhere to them.

Publicity/Directions/General Use

Publicity for a meeting must clearly identify the sponsoring group or individual. Publicity cannot state or imply that the Cimone Key Creative Studio is a sponsor or co-sponsor of an event without its express permission. Cimone Key Creative Studio main phone number and website may be listed as a source for directions and general information about the facility.

If the event is open to the public and qualifies as a community event, Cimone Key Creative Studio will consider promoting it on their website and e-blast. To submit an event for consideration, email all event details to info@cimonekeycreativestudio.com. Persons attending the event are subject to Cimone Key Creative Studio and regulations. Failure to comply could result in removal from the property and refusal of future access.

Organizations and individuals using Cimone Key Creative Studio space do so at their own risk. The organizer is responsible for the use of the space and for the actions of their guests.

Children under the age of 12 may not be left unattended at any time.

Vendors

Food Prep Area

Caterer of choice is welcome. The individuals may use refrigerator, microwave, freezer to store ice, counter space, Cleanup is required at the end of event time.

Outside Vendors

All 3rd party activities and/or entertainment must provide proof of insurance and be submitted to Cimone Key Creative Studio for approval. Checks may not be left at Cimone Key Creative Studio to pay outside vendors associated with the function. The client accepts responsibility for the activities and actions of any outside vendors. Deliveries can only be made to the facility prior to event with permission of manager. We are not responsible for storage of flowers, fountains, cakes, etc. Users are financially liable for damage to the facilities. At Cimone Key Creative Studio discretion, we reserve the right to reject any vendor with whom we have had a previous negative experience.

DJ

Due to the sensitive nature of the decorative plaster, subwoofers and/or high levels of bass are NOT permitted. They are not necessary. There will be no aggressive dancing styles nor the music that is associated with such dancing, including, but not limited to the genres of hardcore punk, hardcore techno or hardcore rap.

The manager on duty has final say over the volume of the music. No outdoor amplified music and or public address systems are permitted after 9:00 PM. DJ/Band must complete music playing by 10 PM.

Internet/Sound System

Wireless Internet is available. Cimone Key Creative Studio has smart TV's including YOUTUBE and Spotify for music. Please send us a link to your music list in advance.

Caterers: You choose your caterer or bring your own food. Caterers must submit a copy of their current county eating & drinking establishment license or equivalent and certificate of insurance showing coverage for liability (property or bodily injury) prior to event. If they are new to venue, they must visit prior to event.

Alcohol and Restrictions

Alcohol Options:

1) **BYOB:** Clients may ask guests to bring their own beverage (BYOB). Liability falls on the individual host and the host will not hold Cimone Key Creative Studio responsible. If you choose BYOB, guests must bring their own alcohol and it must remain at their table during the event. A community table with alcohol is PROHIBITED. Guests bring their own drink & drink their own drink. We always advise clients to hire a bartender.

2) **Client Provides Alcohol for guests:** Client must supply liquor and transport it to the venue. Alcoholic beverages may be provided by the client, but MAY ONLY be served by trained licensed bartenders. The services of alcoholic beverages are prohibited to minors and to visibly intoxicated individuals. Bars must be attended at all times and must close 30 minutes prior to the end of the rental period. Kegs must be placed in a plastic bucket or case dolly to protect flooring.

3) **Cash Bar:** The Bartender may not exchange alcohol for money. This option is good if you are holding a fundraiser, business meeting or community event and wish to have a cash bar. Drink tickets can be sold prior to entrance (or at the door) of event and guest may redeem their ticket with bartender for a drink at any time. This helps organizations or individuals to recoup some upfront cost on the alcohol. Most people choose beer and wine. Any breach of this agreement will be grounds for event cancellation and loss of security deposit.

Restrictions

The following are strictly prohibited: smoking (except in designated outdoor areas), any candle not enclosed in glass (like tapers), no animals unless approved by staff, no bird seed, paper lanterns, rice, confetti or glitter. No items may be taped, tacked, or nailed to the doors, windows, walls, or floors. Fog machines, pyrotechnics, displays or props involving water, and other special effect equipment with potential for fire or water damage are prohibited in all indoor spaces. Rentals are not transferable to another individual or organization.

Trash and Damages

Clean Up/Trash Removal

Organizations and individuals are responsible to dispose of their own trash in dumpsters located outside of Food Prep Area. Trash cans are to be left completely empty upon leaving. There is a \$60.00 service-cleaning fee to every rental, if applicable. Individual is responsible or ask caterer to clean food prep area and return all borrowed items to their proper place. Bar station wiped up.

Damages

The organization or individual reserving the space assumes all responsibility for damage to Cimone Key Creative Studio and for leaving the premises in the same condition in which it was found. Damage to the facility or equipment will be billed directly to the organization or individual responsible for the rental as indicated by the application signature. Any damage is to be reported immediately to Cimone Key Creative Studio manager. If there is any damage, breakage, theft, breach of communicated time limit or excessive clean up, the amount to cover such occurrence will be retained by management from this security deposit. If the cost exceeds \$200 security deposit, the client will be billed for the balance.

Disclaimers and Indemnification

Disclaimers

Cimone Key Creative Studio is not responsible for damage to or theft of equipment used or left, including damage to software by computer viruses. Cimone Key Creative Studio will notify the organizer of any equipment left behind and will allow 15 days for its retrieval. At that time, the items will be disposed of at the discretion of Cimone Key Creative Studio. Cimone Key Creative Studio reserves the right to revoke permission granted to organizations and individuals for use of space due to previous event rental and breach of contract. Organizations which do not fulfill their obligations as enumerated in this policy may be denied future use. A list of these organizations will be maintained and referenced periodically or as deemed necessary.

Indemnification

Renter hereby indemnifies and holds harmless owner from any damages, Actions, suits, claims or other costs (including reasonable attorneys' fees) arising out of Or in connection with any damage to any property or any injury caused to any person (Including death) caused by renter's use of the space, including any acts of omissions on The part of the renter, its employees, officers, directors, independent contractors, or Other agents. Rental shall notify owner of any damage or injury of which it has Knowledge in, to, or near the space, regardless of the cause of such damage or injury. Revocation: owner reserves the right to cancel any booking prior to the booking Time, given that owner refunds any amount paid by renter to owner for booking(s) already Made.

RENTER'S SIGNATURE: _____ DATE: _____

OWNER'S SIGNATURE: _____ DATE: _____

Thank You

Proverbs 3:6 "In everything you do, put God first, and he will direct you and crown your efforts with success."