



RENTAL AGREEMENT

801.388.5526
jo@urbanstudio25.com

215 Historic 25th Street
Ogden, Utah 84401

EVENT RENTAL TIMES AND PRICING

RENTAL HOURS	Mon-Thu	Friday	Sat-Sun
7:00 am - 11:00 pm (max 7 hour occupancy)	\$600	\$800	\$1,100
Over 7 hour occupancy	\$700	\$1,000	\$1,400

PROVIDED:

12 Ft. French Farm Table - One

6 Ft. French Farm Tables – Two

13 Ft. counter/bar serving areas – Two

16 Bar Stools

35 chairs – more can be provided if necessary

Fully appointed semi-commercial kitchen:

French-Door wall ovens - 2

8-burner commercial stove top

Refrigerators - 2

Ice Maker

Wine Cooler

Oversized copper sink

Dishwashers - 2

Themed, every day, elegant dining pieces available for client's use:

Dinner plates, dessert plates, barware, water glasses, wine glasses, juice glasses, coffee cups, serving dishes, silverware, white or French style linen napkins, napkin rings, white/black linen table cloths.

Complete sets of kitchen utensils, pots, pans, baking dishes available for clients use.

Complete sound and AV equipment available but customer must supply own technician.



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RENTAL TERMS OF AGREEMENT

- Maximum Occupancy for the **URBAN STUDIO**: 49
- When reserving **URBAN STUDIO** for a wedding reception, a large social gathering, when alcohol is being served, or when the stove top is being used, a security deposit of \$1,500.00 is required seven days prior to event to cover any damage to studio space or property. The Security deposit will be used to repair or replace any damage to or missing studio property. If the security deposit does not adequately cover repair or replacement expenses the additional coverage total must be paid to **URBAN STUDIO** within 48 hours of notice of assessment. The Security deposit will be refunded within 24 hours of the end of the event after assessment of **URBAN STUDIO** premises.
- If no security deposit is required renter agrees to cover any damage to studio space or property that occurs during event. Renter will be billed within 24 hours for repair or replacement expenses. This additional payment must be paid to **URBAN STUDIO** within 48 hours of notice of assessment.
- Whatever is left behind in the refrigerators will be disposed of. Trash is to be deposited in supplied garbage bags and bags are to be tightly tied and left by back door to deck. Nothing is to be put down the garbage disposals or in the dishwashers. Detailed clean up is covered by the non-refundable cleaning fee. All personal property must be removed at the end of the event. Double ovens, cook-top, and garbage disposal are not to be used unless a licensed professional or **URBAN STUDIO** employee is present.
- Prices are guaranteed as of the date the initial deposit is received by the **URBAN STUDIO**, if within twelve (12) months of the event reserved. Events booked over one year in advance are guaranteed to increase no more than 15% of the initial contract price.
- Final payment in full is due to the **URBAN STUDIO** 30 days prior to the event reserved for the venue. We accept certified bank check, money order, cash, or credit card.
- **URBAN STUDIO** has an open catering policy, you may choose any caterer or provide your own food. We have a list of preferred caterers if you need assistance
- Customer agrees to be held responsible both legally and monetarily for any and all damages caused by their vendors and guests.
- The **URBAN STUDIO** is not suitable for large numbers of small children.
- No glitter is to be used on either decorations, or on any other items brought into the **URBAN STUDIO**.
- Customer agrees that by using the cook top or ovens in the kitchen, they will have a licensed restaurateur, or chef, and they will leave the kitchen in a clean and undamaged condition.
- The **URBAN STUDIO** is not responsible for customers', caterers', vendors' and guests' items lost or stolen from the facility.



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- Access to the URBAN STUDIO will be available 2 hours prior to event unless otherwise agreed to by the **URBAN STUDIO**. The doors will be left open until 1 hour of the completion of the event. The customer is responsible for their property that is in the **URBAN STUDIO** during that time.
- Rental for a wedding / reception that will be decorated by the renter must be rented for an entire day. It is logistically impossible to have one renter leave, decorate, and then have the wedding / reception.
- Private Party and event coordinators may supply their own alcohol for their event. If alcohol is to be served from the bar by a bartender, a copy of the bartender's off-site license and insurance verification must be received by **URBAN STUDIO** two week before the date of the event.
- Clients / Client's guests may not advertise to the public that alcohol will be served at the event. All private alcohol must be removed from the property directly after the event.
- Customers are responsible for personal parking violations.
- All cancellation notices must be in writing, must state the date of the function, and must be signed by the person whose name appears on initial contract. As previously noted, deposits are non-refundable. If you need to cancel, a 2-week notice must be given, or you will be responsible for the balance.

Customer, with full understanding of the content and legal effect of this release, hereby releases, discharges and covenants not to sue the **URBAN STUDIO**, its agents, employees, and affiliates, with respect to any and all claims and all cause of action of any kind, known or unknown, which customer may have arising in whole or in part from the customer's use of the the URBAN STUDIO's facilities or properties.

Signature _____

Please print your name _____

Date _____ Event Date _____

Email Address _____

Phone _____