



Client/Renter Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name\*: (to be used on signage) \_\_\_\_\_

For use of the event space(s) on the event date and time stated below, a rental fee of \$ \_\_\_\_\_ will be charged and will include the items/equipment listed below. (Rental Classification: \_\_\_\_\_)

Event Date: _____	_____ Event Hours
Event Space(s) : _____	_____ 60" Round Tables
Set Up Time*: _____	_____ 48" Round Tables
Start Time*: _____	_____ 72"x30" Rectangular Tables
End Time: _____	_____ 85"x85" Black Linens for 60" Round Guest Tables
Wrap Time: _____	_____ Clear Chiavari Chairs with Black Cushions
Type of Event: _____	_____
Guest Count*: _____	_____

A deposit of fifty percent (50%) is needed to confirm the event date and space(s). The total remaining balance will be due thirty (30) days prior to the event date. Cash, check, and all major credit cards\*\* are accepted. Checks should be made to "The Foundry at Glassworks."

Rental First Payment: Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

Rental Final Balance: Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

Rehearsal\*: Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

\_\_\_\_\_ : Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

\_\_\_\_\_ : Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

\_\_\_\_\_ : Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

Total Remaining Balance\*: Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

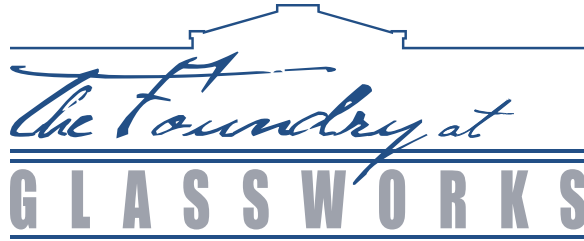
By signing this agreement, the Client acknowledges and accepts the rental guidelines and agrees to the terms and conditions outlined within the rental agreement and guidelines.

Client/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged by The Foundry at Glassworks: \_\_\_\_\_ Date: \_\_\_\_\_

\* Determined, finalized, and/or adjusted at the thirty day out meeting.

\*\*A convenience fee of three percent (3%) will be added to any amount processed by credit card without the card and cardholder present. This rental agreement will be used as a working document as details refine on your event they will be noted on this form.



## RENTAL GUIDELINES

### 1. PRICING AND EVENT TIMING

For events occurring on a Saturday:

Event Space One: \$3500

Event Space Two: \$2500

Whole Floor (Event Space 1 and 2, The Boardroom, and Bridal Suite): \$5000

The Boardroom or CommonSpace: \$500 with the rental of Event Space One or Two; no additional hours added to standard rental

The standard rental period for single event space occurring on a Saturday is five hours of event time with a guaranteed three hour set up time and one hour break down, for a total of nine consecutive hours. Whole floor rentals are six hours of event time with a guaranteed three hour set up time and one hour break down, for a total of ten consecutive hours.

For events occurring after 5:00PM on Friday or any time on Sunday:

Event Space One: \$2500

Event Space Two: \$2000

Whole Floor (Event Space 1 and 2, The Boardroom, and Bridal Suite): \$3500

The Boardroom or CommonSpace: \$500 with the rental of Event Space One or Two; no additional hours added to standard rental

The Boardroom: \$750 for for three hour period as an individual rental

The standard rental period for single event space occurring after 5:00PM on Friday or any time on Sunday is five hours of event time with a guaranteed three hour set up time and one hour break down, for a total of nine consecutive hours, unless noted above. Whole floor rentals are six hours of event time with a guaranteed three hour set up time and one hour break down, for a total of ten consecutive hours.

For events occurring Monday through Thursday after 5:00PM:

Event Space One: \$1500

Event Space Two: \$1200

Whole Floor (Event Space 1 and 2, The Boardroom, and Bridal Suite): \$2500

The Boardroom or CommonSpace: \$500 with the rental of Event Space One or Two; no additional hours added to standard rental

The Boardroom: \$500 as an individual rental

The standard rental period for single event space occurring Monday through Thursday after 5:00PM is five hours of event time with a guaranteed three hour set up time and one hour break down, for a total

CLIENT INITIALS: \_\_\_\_\_

of nine consecutive hours, unless noted above. Whole floor rentals are six hours of event time with a guaranteed three hour set up time and one hour break down, for a total of ten consecutive hours.

For events occurring between 9:00AM and 5:00PM Monday through Friday:

Choice of one event space: \$500

Whole Floor: \$1000

The standard rental period for events occurring Monday through Friday before 5:00PM are from 9:00AM to 5:00PM, including set up and break down. Entry before 9:00AM or extended time past 5:00PM will incur a charge of \$100 per hour.

Additional hours may be added at any time before or during the event at a rate of \$300 per hour. Additional hours added during the event are subject to approval by the venue manager on duty, as well as, the caterer/bartender and any other event vendor affected. All events must end by 2:00AM the morning following the start of the event.

Additional hours for set up may be purchased at a rate of \$150 per hour or \$500 per day. Additional set up hours are based on availability. Additional set up time may be purchased between the hours of 10:00AM and 5:00PM consecutive to the event date.

The Foundry at Glassworks reserves the right to raise rental fees on holidays, days adjacent to holidays, and days of our discretion (ex: Thunder Over Louisville, first Saturday in May and previous Thursday and Friday {Derby Week}, Sunday before Memorial Day, Fourth of July, Sunday before Labor Day, New Year's Eve, etc.). Please contact the office to obtain pricing. Rental fees will not increase after the execution of a rental agreement.

Non-profit pricing is available after 5:00PM on Friday through Sunday with proof of 501(c)3 status or federal tax exemption certificate and at the discretion of The Foundry at Glassworks. Please contact the office to obtain pricing and availability.

Prices are subject to change without notice prior to the execution of a rental agreement.

## **2. PAYMENT PROCEDURES**

The Foundry at Glassworks requires prepayment of event costs before any event occurs. A fifty percent (50%) non-refundable first payment is required at the time of contract signing in order to reserve the space(s) on a specific date(s). The non-refundable first payment will be applied towards the total balance due. The remaining balance is due thirty (30) calendar days prior to the event. An invoice will be sent for any costs incurred after the final balance has been paid. Additional charges may be incurred for a variety of reasons such as: additional hours added at the event, unscheduled docking fees, last-minute changes effecting personnel schedules, numerous revisions, and damage to facilities, among others. The invoiced amount will be charged to the credit card on file the following day after the invoice has been sent.

CLIENT INITIALS: \_\_\_\_\_

Visa, MasterCard, Discover, and American Express are the only credit cards accepted. Charges may appear as "The Foundry at Glassworks" or "Louisville Event Venue LLC". A convenience fee of three percent (3%) will be applied to all credit card transactions, if the cardholder and card are not present at the time of transaction. Other forms of payment include cash, check, money order, or certified check. All checks should be made out to "The Foundry at Glassworks."

All payments made, including first payments and subsequent payments, are non-refundable.

All payments made within fourteen (14) calendar days of the event, must be paid with certified check or credit card. In the event full payment is not received by the last business day prior to the event date, the Client acknowledges and agrees that v; therefore, canceling the event without the return of any payments.

The Foundry at Glassworks reserves the right to assess finance charges on any amount unpaid (including damages, additional hours, etc.) when due at an interest rate of three percent (3%) per month (i.e., thirty-six percent {36%} per annum) until paid in full. In the event any check is returned for insufficient funds, a returned check fee of \$100.00 will be imposed. The client will be responsible for all costs incurred in the collection of delinquent accounts, including reasonable attorney fees.

Events booked within thirty (30) calendar days of the event date must be paid in full at the contract signing. The amount paid is non-refundable and additional payments are subject to the guidelines contained herein.

### **3. HOLDS**

Rental spaces may be put on a five (5) business day hold without first payment. If signed contract and first payment are not received within five (5) business days, the hold will be released. Note: The Foundry at Glassworks reserves the right to release the hold, after five (5) business days with or without notice.

### **4. CANCELLATIONS**

All payments are non-refundable. Any cancellation must be received in writing through electronic mail or physical mail. The cancellation date will be the date the written notice is received in hand by The Foundry at Glassworks.

Should the event be canceled by the client at least six (6) months prior to the event date, fifty percent (50%) of any payments made will be applied for up to one year from the date of cancellation (not the event date), to another date, based on availability, that is booked within six (6) months of the new event date. The Client will only be able to cancel and rebook only once. The Client will be responsible for all payments per the new rental agreement.

If the event is cancelled less than six (6) months prior to the event date, but more than thirty (30) days before the event date, the client will not be responsible for any remaining balances nor will any refunds

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or credits of any kind will be made available to the client. The client understands that all monies paid will be forfeited; The Foundry at Glassworks and Louisville Event Venue LLC shall have no further obligation to the Client.

If the event is canceled by the client thirty (30) calendar days or less before the event date, the client is responsible for any and all remaining balances.

If any event is to be canceled or postponed due to extreme weather conditions, The Foundry at Glassworks must be notified at least twenty-four (24) hours in advance, if at all possible. The client will then be able to reschedule, without penalty, for another available date within six months of the original event date.

## **5. GENERAL GUIDELINES**

The Client is responsible for all arrangements for food and beverage, decorations, entertainment, equipment needs, event coordination services, and other event related services. All vendors and contact information must be provided to The Foundry at Glassworks at least thirty (30) days prior to the event.

Any requests for technological services (phone line, wireless internet, etc.) must be made in advance and may be provided for a charge.

If the Client's event requires a permit or license from any local or state government entity, the Client agrees that it will secure all necessary permits/licenses at the Client's expense. Furthermore, it is the responsibility of Client to know if a permit is needed for the hosted event. All special event permits and licenses need to be provided to the venue at least twenty-four (24) hours before the event start time.

All other guidelines listed herein are the responsibility of the client.

## **6. SET UP AND CLEAN UP**

All standard space set up and clean up will be provided. A floor plan must be completed at least thirty (30) days prior to the event. All décor, rentals, equipment and event related items are to leave the premises immediately following the event; The Foundry at Glassworks and Louisville Venue LLC are not responsible for items left after the event. A \$300 fee will be applied if the space has not been properly cleared post-event which includes, but not limited to, trash, boxes, decor, rentals and other items without prior approval.

## **7. VENUE MANAGERS**

A representative from The Foundry at Glassworks/Louisville Event Venue LLC will be available throughout the length of your event. The venue manager will have final say on all matters dealing with or concerning the venue and it's property.

CLIENT INITIALS: \_\_\_\_\_

## **8. NOISE AND SOUND CONTROL**

The Foundry at Glassworks is located in a mixed-use building and may be host to multiple events at the same time. Due to the nature of the building and spaces, the Client agrees to let the venue manager monitor and control all sound levels, especially if they disturb other building occupants or concurrent events.

## **9. REHEARSALS**

Rehearsals for ceremonies may be scheduled based on the availability of the venue. There is a \$100 rehearsal fee and the Client will be guaranteed at least one (1) hour of rehearsal time. A rehearsal request may be placed at anytime after the execution of the rental agreement, but will be subject to availability until (30) days prior to the event date.

## **10. PARKING**

The Foundry at Glassworks does not have free or designated parking for Clients or Clients' guests. Parking can be found surrounding the Glassworks Building in surface lots and street parking. Glassworks District Public Automated Garage is located directly across the street from the main entrance of the Glassworks Building at 838 West Market Street Louisville, KY 40202. Any parking fees incurred are the responsibility of the Client or the Clients' guests. A limited number of handicap parking spaces are available on the north side of the Glassworks Building. These spaces are not able to be reserved and are available at a first-come, first serve basis.

## **11. INSURANCE**

All renters of the venue are strongly encouraged to have event insurance, but not required. Please know the Client is responsible for all actions of their guests and vendors. Any damages caused by guests or vendors will be the responsibility of the Client.

All caterers, bartenders and asked vendors are required to furnish a Certificate of Liability Insurance naming "Louisville Event Venue LLC dba The Foundry at Glassworks, and all its members, agents, servants and employees as additional insured on a primary and noncontributory basis." The certificate of liability should be in the amount of at least \$1,000,000. Please use the following address and send all certificates to:

The Foundry at Glassworks  
815 West Market Street Suite 200  
Louisville, KY 40202

Copies of insurance documentation must be on file at least fourteen (14) calendar days prior to the event date. Failure to provide necessary documentation will result in the vendor operating at the risk of the Client; therefore, all damages and incidents will be placed on the Client. The Foundry at Glassworks and Louisville Event Venue LLC cannot be held liable for damages or incidents caused by the Client, guests of the Client, or the Client's contracted/non-contracted vendors before, during, or after the event.

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## **12. SECURITY**

One (1) security officer will be provided for all events. Any event with more than 300 guests will require additional security officers. All security arrangements included the financial cost will be the responsibility of the Client and must be booked through The Foundry at Glassworks. Confirmation of any security must be provided at least thirty (30) days prior to the event.

## **13. DAMAGE**

Any damage to The Foundry at Glassworks, Louisville Event Venue LLC property, or the Glassworks building, beyond normal wear and tear, will be billed to the Client. The Client is responsible for the repair and/or replacement cost associated with such damage.

## **14. COPYRIGHT**

The Foundry at Glassworks and Louisville Event Venue LLC reserve the right to use images of your event and/or guests for marketing purposes only.

## **15. VENUE EQUIPMENT**

The Foundry at Glassworks will provide the following items unless otherwise specified:

### EVENT SPACE ONE

35: 60" Round Tables with 85"x85" Black Linens (only to be used on 60" round tables)

1: 48" Round Table

12: 72"x30" Tables

350: Clear Chiavari Chairs with Black Cushions

### EVENT SPACE TWO

20: 60" Round Tables with 85"x85" Black Linens (only to be used on 60" round tables)

1: 48" Round Table

10: 72"x30" Tables

200: Clear Chiavari Chairs with Black Cushions

### WHOLE FLOOR

38: 60" Round Tables with 85"x85" Black Linens (only to be used on 60" round tables)

1: 48" Round Table

20: 72"x30" Tables

550: Clear Chiavari Chairs with Black Cushions

### THE BOARDROOM (not rented as additional space)

8: 60" Round Tables with 85"x85" Black Linens (only to be used on 60" round tables)

4: 72"x30" Tables

80: Clear Chiavari Chairs with Black Cushions

Declining to use items included in the rental of the space will not result in a credit or discounted rate or deduction in balance due.

CLIENT INITIALS: \_\_\_\_\_

## **16. FOOD, BEVERAGES, SMOKING, AND PROHIBITED ACTIVITIES**

According to Kentucky State's Alcohol Beverage Law, it is illegal to serve alcoholic beverages to anyone under the age of 21 years. The client renting the The Foundry at Glassworks and bartender are responsible for observing and enforcing this law; The Foundry at Glassworks and Louisville Event Venue LLC are not responsible. Alcoholic beverages are not to be taken away from the second floor of the Glassworks building. Food and beverages must be served by licensed and insured caterer and/or bartender. Smoking is not permitted anywhere in the building or within twenty (20) feet of entry doors.

## **17. CATERERS AND BARTENDERS**

All caterers and bartenders accepted into The Foundry at Glassworks must have general liability insurance coverage up to \$1,000,000 and must have the appropriate health/business licenses. Copies of this documentation must be on file with the venue management at least fourteen (14) days prior to the event. No personal catering by event participants will be allowed.

All arrangements with caterers are the responsibility of the Client who will need to keep venue management informed of the caterer's arrival time and set up needs.

Please note that the rental times stated above include both caterer preparation and clean up. The caterer/bartender will have access to a preparation area for food staging. This area will include running water in the form of a three well sink and hand sink, work tables and trash cans (32 gallon on wheels). All other equipment, including black trash bags and carts, needed by the caterer will be the responsibility of either the caterer or Client. The caterer and bartender (and Client) are responsible for returning the preparation area back to its original condition following the event and placing all trash in the designated receptacles.

Bartenders must follow all laws and regulations governing the sale and/or distribution of alcohol. The bartender reserves the right to refuse service to individuals appearing to be intoxicated. All bar service of beer, wine, and liquor must end at least thirty (30) minutes prior to the end of the event; the bar may remain open to serve non-alcoholic beverages until the end of the event. Self-service of alcoholic beverages is strictly prohibited.

## **18. EVENT VENDORS**

The Foundry at Glassworks has final approval of all vendors contracted by the client. A list of all event vendors including primary contact and contact information will be required at least thirty (30) day prior to the event. All event vendors are responsible for operating under the following vendor guidelines:

Vendors are responsible for providing all equipment needed to load-in and load-out of the building including but not limited to carts, dollies, ramps, ect.

Vendors will be assessed a fine for creating preventable scratches on the floor that

CLIENT INITIALS: \_\_\_\_\_



may have resulted in scooting, pulling, pushing, or dragging items. Any scratch that is deemed severe will be documented and brought to the vendors attention immediately, if possible. The vendor will then be fined based on the length of the scratch: \$50 for scratches less than one foot in length and \$100 for scratches one foot in length or over. This will be invoice directly to the vendor. Any vendor with an outstanding fine will not be allowed into The Foundry at Glassworks until the fine is paid.

Vendors are responsible for the set up of all event-related equipment, unless provided by The Foundry at Glassworks. All equipment and decorations must be removed immediately following the event. The Foundry at Glassworks is not responsible for the loss or damage to any equipment left overnight in the building.

All Vendors must abide by all fire codes and regulations. The blocking of exit doors, fire extinguishers, fire alarms, egress routes, or emergency exits is strictly prohibited. The Foundry at Glassworks staff has the final word on such matters.

Nothing may be permanently adhered to any wall, ceiling, floor, door, window, table, or chair. All adhesives and tapes must be approved by the venue manager on duty.

The use of sparklers, confetti, glitter, birdseed, rice, and/or anything of the sort are not allowed inside or outside the premise. The use of any of the prohibited items, previously listed, will result in an automatic \$300 excessive cleaning fee.

Nothing can be hung from the fire suppression system, lighting system, or HVAC ductwork in any event space. Items may only be hung from the ceiling by The Foundry at Glassworks and Louisville Event Venue LLC.

All electrical and data cords must be properly secured, preferably with gaffer's tape.

All flames must be enclosed and clean-burning.

The Client is responsible for the actions of any vendors or other agents, including but not limited to caterers, photographers, entertainers, decor, and audio-visual companies contracted for the event. Any damages beyond normal wear and tear will be billed to the Client; even if caused by an event vendor. Event vendor causing the said damage will not be allowed back in the facility until damage, repairs, and payments are complete.

Each party shall indemnify and hold harmless, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to, or loss of, the property of others, arising out of its use of The Foundry at Glassworks.

CLIENT INITIALS: \_\_\_\_\_

**ACCEPTANCE**

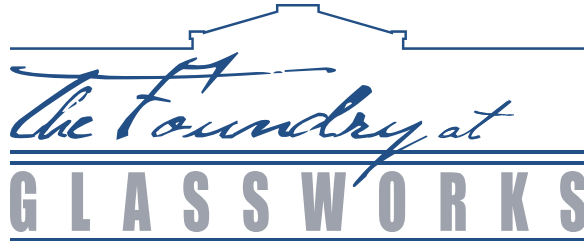
I, the Client, have read the entire contents of these guidelines, and not relying on verbal statements not contained herein, understand and accept this agreement.

\_\_\_\_\_  
Primary Contact (Please Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Primary Contact (Please Sign)

Effective March 2017 for 2018 and beyond Events; Guidelines are subject to change without notice.



**CREDIT CARD PAYMENT AUTHORIZATION FORM**

This document authorizes the use of the credit card information below to pay the initial amounts due as well as any additional amounts due in the future as they relate to the Client's event and in accordance with The Foundry with Glassworks Rental Agreement and Rental Guidelines. A convenience fee of three percent (3%) will be added to any amount payment processed by credit card without the card and cardholder present.

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

CLIENT'S NAME: \_\_\_\_\_

CREDIT CARD ISSUED TO: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CREDIT CARD TYPE: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

3 OR 4 DIGIT CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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