

**\*Event Rental Fee .....\$500.00 with a \$200.00 deposit**

(Events: Birthday, Showers, Reunions, Anniversary Parties, etc.)

**All final balances must be paid before three (3) days before the event.**

**Covers:**

- 1). 150 capacity /3000 square feet area
- 2). Liability insurance
- 3). 50 chairs 4 tables
- 4). Clean-up
- 5). D.J. area

During the first three (3) hours, individuals may bring their food & beverages. After the third hour individuals must remove the food & beverages.

**Event must end at 11:00 p.m. and premises must be vacated by midnight as stated further in the contract.**

If **ALCOHOL WILL BE SERVED** an additional **\$100.00** will be charge for a peace officer.

(Alcohol **may not be sold without a liquor license**. A copy must be provided to the Event Coordinator at least 48 hours in advance of the event.)

#### **Rental Conditions**

**I understand and assume full responsibility** for any damages to the facility and or equipment in the facility during the hours of my scheduled event. I further understand in the event damages do occur and said damages exceed the damage deposit for same, I will be required to reimburse Efrain Gutierrez Taller Cine, Arte, Música y comida c/s within three business days after being presented with an itemized invoice for said damages. The repairs completed must be a contractor of Taller/Studio's choice.

**I understand** that the caterers must have proper licensing and liability insurance coverage. There will be no preparation of raw food or refrying of fully prepared foods in the kitchen – Health Department Regulations. We must receive a copy of the caterer's proof of general liability insurance no later than two weeks before the catered event. All caterers' equipment must be removed the day of the event. All rented items such as plates, glasses, utensils and serving pieces must be removed one hour after the event. Access to the facilities for the setting up, including caterer's set-up, will be during the hours stated on the face contract. We do not provide linens, silver, tableware or any serving or preparation utensils. We do not provide tables and chairs.

**I further understand** that no foreign objects are to be hung from the ceiling and that the throwing of birdseed, rice or any foreign objects within the facility is strictly prohibited.

**I understand** that the event must end no later than 11:00 p.m. and the premises must be vacated by midnight. I understand that all renters/occupants property must be removed from the facility at the time the facility is vacated.

**I understand** that the facility is a non-smoking facility. I understand that all music including live bands, will only be played inside the building and that no speakers will be situated in a manner that projects the sound outside the facility.

#### **Exits**

**I understand** that no portion of any passageway or exit shall be blocked or obstructed in any manner and no exit door shall be locked, blocked or bolted while the facility is in use. All designated exits shall be maintained in such a manner as to be visible at all times.

### **Event Cancellations**

I understand that the rental deposit will be refunded under the following formula:  
90% if the cancellation is more than 6 months prior to the event  
50% if the cancellation is 3-6 months prior to the event  
25% if the cancellation is 1-3 months prior to the event  
0% (100% forfeiture) if the cancellation is less than 30 days prior to the event

### **Deposit Forfeitures**

I understand Damage deposits will be not be deposited if:

No damages are sustained to the facility or to any property within the facility.  
Renter/Occupant did not exceed specified time.  
All decorations, objects, and property not belonging to Efrain Gutierrez Taller Cine, Arte, Música y comida c/s are removed from the facility.  
If the clean-up has been adequately completed and trash removed to dumpsters

### **Waiver of Liability**

I understand that Efrain Gutierrez Taller Cine, Arte, Música y Comida c/s is not responsible for the loss or damages of any equipment, supplies or property belonging to the Renter/Occupant or attendees. To the fullest extent permitted by law, the renter/occupant shall indemnify and hold harmless Efrain Gutierrez Taller Cine, Arte, Música y comida c/s from and against any claims, damages, losses or expenses including but not limited to attorney fees which arise out of or in any way related to any and all personal injury, death and or property damage in connection with their use of the Taller/Studio.

I have read the rules and regulations and understand the fee structures. I understand that I must be at least 21 years of age for this application to be presented.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Event Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_ 2015

All checks are to be made payable to Efrain Gutierrez Taller  
Remit this agreement & all fees to: Irma Gutierrez-Event Coordinator

***Efrain Gutierrez Taller Cine, Arte, Música y Comida c/s  
3403 South Flores  
San Antonio, Tx 78204  
(210) 815-0018***