



# STUDIO 418 EVENT RENTAL AGREEMENT

418 W Broad St 23220 (804) 225-0020 STUDIO418.NET Info@Studio418.net

This is a legally binding contract. Please print, sign and initial where needed. No event is confirmed, or reserved until we have received both the agreement and deposit. You can mail to Studio 418, 418 West Broad Street Richmond, VA 23220, or give us a call to drop it off. Checks are written out to Studio 418, LLC (there is a \$40 Returned check fee) Credit users can pay from [Studio418.net](http://Studio418.net) (there is a 3.35% Paypal processing fee) Cash users, please hand deliver.

Full Name of Sponsor / Host		Phone	Address	
E-mail	Date of Event	Start Time	End Time	Type of Event (Party, Wedding, Shower)
Number of Guests	Set up Hours needed @ \$50 per hr	I would like to hire Studio 418 to help decorate @ \$50 per hr Yes      No		
I will be serving Alcohol Yes      No	I will be SELLING Alcohol and will apply for a Banquet license Yes      No		I will be charging tickets, or an entrance fee. Yes      No	
I will be hiring a caterer Yes No	Catering Company - Name		I will have Entertainment Yes No	Band / DJ / Entertainer
I would like to hire <a href="#">MaguiresPhoto</a> for photography Yes      No	I would like to hire a Server / Bartender \$125 Yes      No		I would like to rent the VIP Loft for the night \$350 Yes      No	
I would like to rent the Parking Lot - holds 20 cars \$100 Yes      No	I would like to rent an Apartment for \$350 (Rate for 2 nights) Yes      No			

ADD ONS: I understand that I can Add-on services to this agreement prior to the Event date if available. (Additional Hours, Photography, Bartenders, Servers, VIP Loft)

Yes

ARRIVALS: I understand there is a \$50.00 an hour charge for early arrivals and, or deliveries. Renters have 30 minutes prior to the event to decorate, set-up and receive deliveries. PLEASE tell your guests and vendors NOT to be early.

Yes

CANCELLATIONS: I understand that by cancelling my Event, or changing the date less than 60 days in advance will result in forfeiture of my deposit.

Yes

CAPACITY: I understand that my Event shall not have more than 50 guests.

Yes

DAMAGES: I agree to pay, or to reimburse Studio 418, LLC for the cost of repairing all damages (ordinary wear and tear excepted) to the premises occurring during, or arising in connection with my event, including works of art, appliances, floors, electronics, plumbing and furnishings.

Yes

**SET-UP / DECORATING:** I understand there is a \$50 an hour charge to set-up and decorate for my event prior to the given 30 minutes before the Start time. I will not be using confetti, rice, or glitter in Studio 418. Balloons, streamers, or signs will be fixed to assure they stay away from the ceiling fans. We will not be using any tape on the floors, columns, painted walls, or wood furnishings. All furniture, coolers, or any moved item will be lifted and NOT dragged across the marble and slate floors.

Yes

**INDEMNITY:** I agree to indemnify and hold harmless Studio 418, LLC from any and all risks, costs, expenses, and claims of any kind from anyone who has consumed alcohol prior, during, or after my event.

Yes

**LIABILITY:** I agree to indemnify and hold harmless Studio 418, LLC from and against any and all risks, costs, expenses, and claims of every kind arising from, or in connection with my Event.

Yes

**PAYMENT & FEES:** I understand to rent Studio 418, there is a 50% non-refundable deposit due in advance to hold the date. The remaining Balance is due in check, cash or credit card 1 (one) week prior to the scheduled event. Any overages, or extra fees will be paid on the Event date.

Yes

**VACATE:** I understand that the premises must be cleaned and vacated within (30 minutes) of the event END time. An additional \$250 hourly fee will apply if I go past those 30 minutes. The music will STOP 15 minutes prior to the END Time. I will Clean Up - remove trash & place it in bins, replace furnishings, wipe counters, mop up spills and re-stack the buffet chairs neatly.

Yes

---

**HOUSE RULES:** Events End on Weekends by 12am. Weeknights by 11pm. Music is STOPPED at least 15 minutes before End Time. A 50% non-refundable **Deposit** required in advance.

50 Guest Maximum **Capacity**

Outside **Catering** is Welcome! Our kitchen is yours to use. NO open flames, or grilling inside building. (We have the patio for that) You may use our serving dish ware and utensils, but ask that you wash and replace them. PLEASE don't take them. The Caterer is responsible for cleaning up the kitchen and dining areas during and after the event.

**Clean Up:** Renters are asked to straighten and replace all items to the way they were when arriving. Please bring your own trash liners and take all your trash to the bins in the alley. Please bring paper, or cloth towels to mop up any spills, marble stains easily. We ask that you wipe down all counters and dispose of any broken glass properly. Ice coolers are to be dumped in alley, not on patio. Please re-stack the buffet chairs NEATLY.

**Rice, confetti, glitter, birdseed,** etc. is not permitted. Balloons are allowed, but must be attached to fixed furnishings. (Please keep away from ceiling fans)

**Tape** is not allowed on floors, wood furniture, brass handrails, columns, or painted walls. **Nails** are allowed on exposed brick ONLY, not on painted walls, columns, or wood trim.

**NO ITEMS MAY BE DRAGGED ACROSS THE MARBLE AND SLATE FLOORS!**

**Candles** are permitted, but we ask that you think about safety and protect our antiques. They must be placed in safe areas with protective votive's. **Smoke effects are not permitted on premises.**

**Games:** Studio 418 must approve any games, rented, or otherwise created to be played on premises during any event.

**Parking:** The parking lot is rented from a neighboring business for \$100 per event (holds 20 cars), we do not own it. All cars must be OUT of the lot no later than 30 minutes after the event End Time. In the event someone is unable to drive, their car must be responsibly moved to a legal spot on the street, or it will be towed.

At no time shall Studio 418 be responsible, or liable for inclement, or bad weather that may in any way affect an event. Studio 418 reserves the right to cancel the event at any time, with or without notice, in the event that any term, condition, or promise in the Event Agreement have been or are being violated. In such event, there will be no reimbursement or credit towards any fee previously paid or any fee still owing and will not be responsible for any consequential damages. Studio 418 reserves the right to remove from premises any person(s) behaving in a manner considered to be potentially harmful or detrimental to the Building and/or other event guests. Studio 418 also reserves the right to cancel the event in the interest of public safety or in the event of an emergency. Studio 418 will in no way be responsible for any consequential damages resulting from a closure decision due to an emergency or a closure decision made in the interest of public safety.

**We want you to have a fantastic event! Please respect Studio 418 as you would your own home! ~ thanks! Maguire**

---

PRICES

DAYTIME 3 HOUR EVENT: FLAT RATE : \$650  
12pm - 3pm ONLY - Extra Hours \$250 per hour

EXTRA HOURS COST

EVENING HOURLY RATE: \$250.00 per hour  
(3 hr minimum)

HOURS NEEDED COST

EVENTS OVER THE HOLIDAYS: Add \$50 per hour  
Dec thru New Years, Thanksgiving week, Easter Week...

WHICH HOLIDAY COST

DELIVERY / SET-UP / DECORATING: \$50.00 per hour  
Anyone arriving, or delivering prior to 30 mins before event

HOURS NEEDED COST

BARTENDERS & SERVERS \$125.00 per server  
Please Add \$25 per hour after 4 hours

HOW MANY COST

DECORATING ASSISTANCE \$50 per hour  
Studio 418 can assist with flowers and decor

HOURS NEEDED COST

PHOTOGRAPHY by [MaguiresPhoto](#) \$450 per hour  
Photos are retouched with unlimited usage (2 hr minimum)

HOURS NEEDED COST

FRONT OR BACK APARTMENT RENTAL - \$350  
Price is for our 2 night minimum - add \$140 for extra night

NIGHTS NEEDED COST

VIP LOFT \$350  
Spend the night after your event!

NIGHTS NEEDED COST

RENT THE ENTIRE PROPERTY \$1500 PER DAY  
3 Day Minimum, Dinners / Brunches / Parties / Weddings / Productions

DAYS NEEDED COST

PARKING LOT - (holds 20 cars) \$100 per event  
Must be vacated after your Event ends

TIME NEEDED COST

PHOTOGRAPHY / VIDEO / ART PRODUCTION \$125 pr hr  
2hr minimum, Crew of 5 to 9 - 1/2 day \$400, full day \$800

HOURS NEEDED COST

LARGE PRODUCTIONS 10 + Crew \$175 per hour  
2 Hour minimum, 1/2 Day \$600, Full Day (8 hours) \$1200

HOURS NEEDED COST

SUBTOTAL

LESS 50% DEPOSIT

BALANCE IS DUE ONE WEEK PRIOR TO YOUR EVENT

BALANCE DUE DATE

REMAINING BALANCE

As sponsor, or a representative there of, I am over 21 years of age and am authorized to reserve space for the event described above. I have read and acknowledge all the charges and conditions set forth on this form and as sponsor agree to abide by all conditions of Studio 418, LLC. **(Initials)** \_\_\_\_\_

As sponsor I agree to abide by all federal, state, and local laws. **(Initials)** \_\_\_\_\_ As sponsor I agree to reimburse Studio 418, LLC for all loss and/or damage caused by the sponsor, its agent, and or invited guests. **(Initials)** \_\_\_\_\_

**Sponsor of Event (print):** \_\_\_\_\_ **Today's Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SPONSOR OF EVENT**  
**Signature:** \_\_\_\_\_

**STUDIO 418**  
**Signature:** \_\_\_\_\_