

with or without Torpedo Factory Art Center approval, and for any costs for damage to artwork resulting from excessive sound, unauthorized access to space or other activities that have not received prior written approval of Torpedo Factory Art Center.

CANCELLATION: If cancellation occurs 120 days prior to the contracted event date. The full amount of the security deposit will be returned.

CAPACITY: Renter is responsible for ensuring that attendance at the event in Torpedo Factory Art Center does not exceed capacity limits so that the building is in compliance with barrier free design standards mandated by the ADA and local fire code ordinances. Reception limits set below are exclusive of rental equipment. The capacity limits for the Torpedo Factory Art Center venue (each a "Venue") are as follows:

First Floor Standing: 700	Seated Dinner: 220	Theater-Style: 400
Building Standing: 1000	Seated Dinner: 300	
Tent on Terrace Standing: 300	Seated Dinner: 150	

CERTIFICATE OF INSURANCE:

- Renter agrees to assume all responsibility for any injury to persons attending the event, or loss of their property. Renter also agrees to assume responsibility for damage to or theft of Torpedo Factory Art Center property and artwork and property of Torpedo Factory Art Center resident artists by anyone attending the event to the extent that the negligence, recklessness, or willful conduct of the Torpedo Factory Art Center staff does not directly cause any such occurrences.
- Prior to event, Renter must provide a certificate of insurance for bodily injury and property damage liability protection in a combined single limit amount of no less than \$1,000,000 with the "Torpedo Factory Art Center", "Torpedo Factory Artists Association", and the "City of Alexandria" as additional insured under such policy for the duration of the event through the day following event.
- If chosen caterer does not have Liquor Liability, Renter is required to apply for Host Liquor Liability
- Torpedo Factory Art Center reserves the right to terminate this Agreement and retain the security deposit if Renter fails to provide a certificate of insurance documenting coverage at least 48 hours prior to the day of the event. In this instance, Torpedo Factory Art Center assumes no responsibility for costs incurred by Renter prior to or as a result of cancellation of the event.

Please note: The Torpedo Factory Art Center, its staff, and the Torpedo Factory Art Center are not responsible for any loss of property to Renter, Renter's agents, or event attendees.

CONDITIONS:

- Reservation of Venue will be confirmed when:

- a) In the case of individual renters, Renter has submitted proof of being 21 years of age or older.
 - b) Torpedo Factory Art Center has agreed to the date, time, location, and number of guests;
 - c) A signed copy of this agreement is returned to the Director of Special Events; and,
 - d) A refundable security deposit of \$1500 is received by Torpedo Factory Art Center. The deposit may not be used toward rental fee payment.
- Torpedo Factory Art Center has no obligation to hold the Venue for Renter unless and until all the elements of the reservation have been submitted and approved by Torpedo Factory Art Center.
 - The security deposit will be returned within 30 days or when all accounts are settled, less any expenses incurred to restore the premises to its previous condition. The Renter is liable for overtime fees, additional cleaning charges, and/or damages, incurred as a direct result of the event, in excess of the security deposit.

CONDUCT DURING EVENT:

If at any time during the event, Torpedo Factory Art Center staff person, in his or her sole discretion, determines that any activity or conduct by Renter, Renter's agents or attendees violates this Agreement or will cause harm to Torpedo Factory Art Center property, artwork, or property of Torpedo Factory Art Center resident artists, Torpedo Factory Art Center staff person may request that the conduct or activity cease or be modified. Renter agrees to comply with such request.

CLEAN UP: It is the full responsibility of the renter to remind the hired caterer or service staff to clean up the area. This includes mopping, sweeping of the rented space and pantry areas. Trash from the event must also be removed at the completion of the event. The Torpedo Factory Art Center cannot accommodate event trash in our loading dock. If event clean up delays our staff from performing building shut down procedures and extends over the contracted rental hour, an overtime charge of \$300/half hour will be deducted from the security deposit.

DÉCOR: Here is a list of what is not permitted on the premise of the building:

- Sparklers. In accordance with the City of Alexandria's rules, no sparklers will be allowed inside or outside of the Torpedo Factory Art Center
- Confetti, Sticky adhesive décor that will be difficult to clean up
- Votive candles are allowed if they are placed on tables and enclosed in a glass container. No open flames on the floor
- Fog machines

PHOTOGRAPHS: Torpedo Factory Art Center shall have the right to make photographs at the event for the purpose of advertising Torpedo Factory Art Center. All rights to, and the use of these images shall belong to Torpedo Factory Art Center.

RENTAL TIME: 5 pm to 1 am or 6 pm to 1 am. Extension until 2 am can be arranged at a rate of \$300/half hour.

RENTAL FEES: Fees must be paid in full—without deduction from the security deposit—30 days prior to the event when an invoice has been received by the client. An invoice will be sent prior to the due date. Rental fees paid via credit card are subject to a processing fee. In addition to use of the designated Venue in Torpedo Factory Art Center, the following services are included in the fee:

- A Torpedo Factory Art Center staff person and security guard will be present from the scheduled setup time until cleanup is completed. It should be understood that their duties concern only the building requirements and security of Torpedo Factory Art Center property. Additional security is required for events over 300 people and outdoor patio events.
- Three parking spaces will be reserved in front of the building.

TENT ON PATIO: The Renter is responsible for the entire cost of a tent, in addition to the rental fee for the terrace, and is required by the City of Alexandria to apply for, and post, permits for construction and fire.

RENTER'S SIGNATURE

DATE

DIRECTOR OF EVENTS SIGNATURE

DATE