

# Rental Agreement



## DESCRIPTION

Bash Event Studio is an upscale event venue located in Dallas, GA. This is a great location to host children birthday parties, bridal showers, baby showers, girl's night out events, corporate luncheons and any other intimate event.

We have created a very chic lounge area for children as well as adults the will catch your eye as you enter the facility. The venue has a very lofty feel with trendy décor and beautiful draping. The back area is a great place to set up as your serving area and the counter top can easily be used for a drink/bar area.

## EVENT PLANNING

We offer full scale event planning which includes the venue in your package when you book a themed birthday, baby shower, bridal shower or girl's night out package. If you would like for us to plan your next event please contact us:

**Location:** 104 Ste B Greystone Pkwy Dallas, GA

**Contact:** Tina Wright-Roberts

**Email:** [info@basheventstudio.com](mailto:info@basheventstudio.com)

**Phone:** (770) 443-6135

## SCHEDULING

Bash is available for rental for up to 4 hours Wednesday & Thursday from 10am to 10pm, Friday & Saturday 10am-11pm and Sunday 10am-6:30pm at a cost of \$275. Any additional time needed for decorating and cleanup will be an additional \$50 per hour. This will automatically be applied if you start to setup prior to event or if venue is not cleaned within your allotted 4 hour time frame.

We can setup/clean up for an additional fee of \$50. You will be responsible for the supplying the decorations or you can speak to our event planner to discuss a décor fee.

# Rental Agreement



## DÉCOR

The rental client is responsible for decorating and special effects within the following guidelines. We will allow you to decorate the room with any free standing décor, table cloths, balloons, drapery, chair covers, any table adornment etc. Nothing shall be attached to the walls, windows, floors, counters, doors or fixtures. No open flames, all candles must be secured inside a votive or vase. Only tea light candles or votives can be used, flames must be contained. No nails, tape, glue, staples or any other material that will leave holes or marks can be used. All personal decorations must be removed immediately following your event, unless otherwise agreed upon. Any and all items left will be removed.

## FOOD

We will allow you to bring in your own food or caterer of your choice upon approval. There is no kitchen facility available, so all food must be prepared accordingly. You will be allowed to bring in burners to keep your food warm. There will be a small refrigerator available if needed.

## OTHER

The event room should be left just as you found it with the exception of crumbs and dirty floors. Trash must be bagged for removal, please ask for additional bags if needed. Bash is not responsible for any items left.

Smoking is prohibited

No musical bands are allowed. DJs are allowed as long as volume is kept at a reasonable level.

There is parking in front of Bash for guest of honor and loading. Additional parking is located by the Day Care next door. Please **DO NOT** park in front of the Gym, your vehicle can/will be towed at owner's discretion.

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## RENTAL RATES

Bash is available for rental Wednesday & Thursday for 4 hours from 10am to 10pm, Friday & Saturday 10-11pm and Sunday 10-6:30pm. Load in or clean up must be handled within you scheduled event additional time will be an automatic charge of \$50 an hour.

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## BOOKING YOUR EVENT

To secure you date a retainer fee of \$100 is required to book your event along with a signed agreement. We do not offer to hold a date for you so please book your event early with the required retainer and agreement.

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\*Cancellations will be re-scheduled with a three week time period, if dates are available. Again you are paying a \$100 retain, not a deposit so this non-refundable.

## PAYMENTS

The balance of the rental is due on the day of the event. Payments can be made with Cash, Check or PayPal.

A \$100 **refundable** damage deposit is required on or before the day of the event. This deposit covers possible damages to the room, furniture, fixtures, tableware, linens, appliances, etc. The client will be notified whether damage has occurred within 48 hours following the event. If no damage has occurred the check will be returned to the client or destroyed upon request. Damage charges are incurred only for those items that are damaged up to \$100. If damage charges should exceed \$100, a written estimate will be provided for the client and payment in full is due immediately.



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# Rental Agreement

AUTHORIZED SIGNATURE

I have read and understand the Bash Event Studio Room Rental Agreement. By signing below I am authorized to accept these terms and conditions regarding the rental of the event space. I agree to be the sole contact person regarding details of my event. I am aware of all Bash rental rates and applicable charges.

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Signature

Date

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Print Name

Date

This will also serve as receipt that I have submitted the appropriate retainer for the rental space.

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Deposit Paid

Date

All payments can be made with Cash, Check or PayPal, with the exception of the retainer, which must be paid with Cash only.

