

RENTAL GUIDELINES

***RENTAL SPACE**

Rental Space for four hours (five hours for weddings) with a three hour set-up time; one hour break-down. Flexible access to building based on availability. Additional event hours \$150 per/hr, prepaid. Access to any rented Hospitality rooms begins no earlier than 10:00am.

***CANCELLATIONS**

Deposits are non-refundable however, should event be cancelled at least one month prior to event date, deposit will be applied for up to one year from the date of cancellation (not the event date), based on availability.

***HOLDS**

Rental space may be put on a 5-day hold without deposit (limited to one event floor, one date). If confirmation and/or deposit is not received within 5 days, the hold will be released. Note: CITY Destinations reserves the right to release hold (after 5 days) with or without notice.

***FULL SERVICE CATERING**

All catering and bar service provided *exclusively* through caterer(s) with agreements for each facility. No other catering, food, beverage, or alcohol is permitted in the building.

Client

The Client will be responsible for all of the following unless otherwise specified:

- Any damages to CITY Destinations property (above and beyond normal wear and tear) (including Glassworks centerpieces, if applicable). Client must submit completed Consent to Charge Credit Card form which will be only charged to cover any damages as a result of event.
- All decorations leaving the premises immediately following event. All trash, boxes, décor, other articles left behind will result in a \$250 damages fee
- Non-refundable 50% deposit due within 10 days of receipt of contract, and final balance due 30 days prior to event
- All arrangements for food and beverage through approved caterer(s), decorations, entertainment, and equipment needs (referrals available upon request)
- Provide contact information for all outside vendors to both CITY Destinations and caterer for scheduled deliveries and pick up times
- Fees for all additional rentals
- Arrangements for event coordinating services
- Additional security for events hosting more than 500 guests (The Henry Clay) or 250 guests (other facilities)

Outside Vendors

All outside vendors are responsible for the following unless otherwise specified:

- Providing appropriate equipment needed to load in and out of the building. This includes but is not limited to: carts, dollies, ramps, etc...
- A lift is available for onsite use (at The Henry Clay only): \$60 for half-day rental and \$100 for all-day rental

Note: Damages beyond normal wear and tear are billed to client. Outside vendors will not be allowed back in a CITY Destinations facility until damage repairs and payments are complete.

Site Manager

A representative from CITY Destinations and/or the event caterer is always available for your event.

Rehearsals

Rehearsals for ceremonies may be scheduled based on the availability of the facility. There is a \$100 rehearsal fee.

GENERAL GUIDELINES

- Smoking is not permitted anywhere in the facilities, including rooftops
- Alcoholic beverages are not to be taken outside of buildings
- Any requests for technological services (phone line, wireless internet, etc) must be made in advance
- Loitering is not permitted on facility premises
- All décor must be approved by CITY Destinations representative and/or caterer prior to event.
- All candle flames must be enclosed (votive, hurricane lamp, etc...) and clean-burning (may not leave sooty marks)
- Nails, tacks, tape, and other fasteners/adhesives may not be used
- No décor may hang from building sprinkler lines
- Sparklers, confetti, glitter, birdseed, rice, and/or anything of the sort are not allowed inside or outside the premises of CITY Destinations facilities
- No helium balloons (at The Henry Clay only)

Curfews

All spaces are available until Midnight (12 am)

Noise and Sound Control

CITY Destinations facilities are mixed-use buildings and may be host to multiple events at the same time. Due to the nature of our buildings and spaces, client agrees to let CITY Destinations monitor and control all sound levels, especially if they disturb other building occupants (please see Rental Agreement for more details)

Copyright

We reserve the right to use images of your event and/or guests for marketing purposes only.

Audio Visual Equipment

While personal and other AV equipment is allowed, *C&H Audio Visual* is the preferred AV company of CITY Destinations.

C & H Audio Visual Services, Inc.
942 E. Kentucky Street
Louisville, KY 40204
o: (502) 637-4595
f: (502) 637-4596
info@chavs.net

CLEAN UP and SET-UP

All standard space clean up and set up will be provided by the event caterer. All décor and rentals are to leave the premises immediately following each event; **CITY Destinations is not responsible for items left after events.** A \$250 fee will apply if the space has not been properly cleared post event. This also applies to Green Room and Hospitality Suites. Client must remove hangers, dress bags, boxes, etc., and **client may not move furniture** without explicit permission from a CITY Destinations representative or pay \$250 damage fee.

PARKING

Parking arrangements vary by facility. See specific facility pages.

Valet Parking

Client must notify CITY Destinations of their intent to use valet services. CITY Destinations will provide recommendations upon request. All valet providers must have proper insurance (General Liability and Garage Keeper's coverage in the amount of \$1,000,000.00) and must name CITY Destinations, LLC, System Parking, Inc., Riverside Parking, and PARC as additional insured and complete any additional paperwork required by any parties involved.

INSURANCE

All renters of our facilities are required to furnish a Certificate of Liability Insurance naming the appropriate rental entities (see below) as additional insured for the rental event. For individual renters, the amount of Liability Insurance must be at least \$300,000, and for businesses the amount must be at least \$1,000,000. The mailing address for all entities is 604 S. Third St., Louisville, KY 40202.

Additional insured entities

Events at The Henry Clay: City Destinations, LLC and The Henry Clay/Off Broadway Lofts, LLC

Events at Glassworks: City Destinations, LLC and Glassworks/Glassworks Lofts, LLC

Events at Whiskey Row Lofts: City Destinations, LLC and Whiskey Row Lofts/Whiskey Row Owner, LLC

Events at ZirMed Towers: City Destinations, LLC and ZirMed Towers/Gateway Tower, LLC

DEPOSIT and PAYMENT

- Additional fees (valet, A/V, damages) will be invoiced to the client immediately following the event
- Non-profit pricing available only on weekdays and with Federal tax exemption certificate
- Any event receiving a discounted room rental fee must pay by check (no credit card payments)
- Prices are subject to change without notice prior to the execution of a contract
- All rental payments: **50% non-refundable deposit is due when the contract is signed to reserve the space.** The deposit will be applied towards the final balance. This deposit is required with the signed contract (“event order”) and rental agreement. Signer must be 18 or older.
- **Final payment is due 30 days prior to the event**
- Additional fees must be directed and mailed to the appropriate entity (see below).
- Visa, MasterCard, and Discover are the only credit cards accepted. Charges appear as “Design-Build Partners”

CITY Destinations reserves the right to raise rental fees on holidays and days of our discretion (examples: Thunder over Louisville, Derby Day and Eve, New Year’s Eve, etc.)

Henry Clay Events

CITY Destinations
604 S. Third St.
Louisville, KY 40202
(502) 515-2489, option 2
www.thehenryclay.com

Whiskey Row Lofts Events

Whiskey Row Events
604 S. Third St.
Louisville, KY 40202
(502) 515-2489, option 2
www.whiskeyrowlofts.com

Glassworks Events

CITY Destinations
604 S. Third St.
Louisville, KY 40202
(502) 515-2489, option 2
www.louisvilleglassworks.com

ZirMed Towers – SkyLoft & [z]space

CITY Destinations
604 S. Third St.
Louisville, KY 40202
(502) 515-2489, option 2
www.louisvilleskyloft.com

CITY Destinations Rental Agreement

This rental agreement is made by and between CITY Destinations, LLC, and the renting party (named on the rental contract) hereof as of the date CITY Destinations accepted renting party's room reservation. In consideration of renting party's payment of the rental deposit and rental balance stated, CITY Destinations rents to renting party the room(s) reserved on the date(s) and at the time(s) stated, subject to the following terms and conditions:

If renting party fails to pay the reservation deposit and the rental balance on or before the payment date, CITY Destinations shall automatically cancel the room reservation and shall retain the reservation deposit. If renting party cancels the room reservation, CITY Destinations shall retain the reservation deposit and may retain all or part of any rental balance paid.

In conducting any performance, in holding any public or private meeting or in giving any lecture, concert or other event, renting party shall conform to, comply with, and abide by all laws of the United States and the Commonwealth of Kentucky, the rules and regulations of all federal and state boards and bureaus, the ordinances of Louisville Metro, and the regulations of the Office of Alcoholic Beverage Control, Board of Health, Fire and Police Department.

Renting party shall not keep anything on the premises, which will increase the premiums on, or conflict with the provisions of, the insurance policies on all of any part of the premises. Without prior written consent of CITY Destinations, renting party shall not transact or allow the transaction of any business on the premises, shall not erect nor operate on the premises any machinery or equipment operated by electricity or other power, shall not use or permit the use on the premises of any substances of an explosive or highly flammable nature, and shall not install on the premises any wires, electrical or other appliances.

Renting party understands and agrees that decorating with the use of confetti, tape or other adhesives, nails, tacks, screws, or other fasteners on wood and plaster walls and surfaces is strictly prohibited unless the renting party has prior written approval and the decorating is done under the supervision of CITY Destination and without defacing the premises.

The renting party shall maintain the "rented property" (the building, furniture, equipment, fixtures, grounds, and any other property, real or personal, owned, used, operated or possessed by CITY Destinations reserved or used by renting party) in as good condition as at the time the rented property is delivered to renting party. Immediately after the conclusion of an event, renting party shall clear and clean the rented property and vacate the premises. If renting party fails to clear and/or clean the rented property, such failures shall be considered damage to or destruction of the rented property.

The renting party understands that concurrent use of the facility by more than one renter is the normal and customary operating procedure of CITY Destinations. On occasion sound leakage from one area to another may disturb a private party or theatrical performance, and the renting party agrees to allow CITY Destinations to monitor and control all sound levels, whether electronically amplified or not. This includes, but is not limited to, loud or offensive noises that may be caused by guests of the renting party.

<u>Client Initials</u>

If any damage to or destruction of (including loss of use of) the rented property occurs during or after renting party's occupancy and use of the premises due to any act or omission of the directors, officers, employees, contractors, representatives, volunteers, patrons, guests or invitees or renting party, CITY Destinations may repair such damage or destruction at renting party's expense. CITY Destinations shall bill, and renting party promptly shall pay, the cost of any such repairs.

Non-catering clause: Renting Party understands that additional fees will be applied to all events renting space without catering. Catering is handled by exclusive caterer agreements per each facility. Renting parties not using the provided caterer(s) cannot bring in any other caterer, food, beverage, or alcohol, and are responsible for additional cleaning, set-up, and staffing fees.

Renting party fully waives, releases and discharges CITY Destinations, from all claims, damages, actions, causes of actions, and liability now existing or hereafter arising out of or in any manner connected with renting party's use of the facilities. Renting Party has read, understands, and agrees to abide by all provisions stated in the Rental Guidelines.

Please sign and return to City Destinations

Renting Party Signature _____ Date _____

Print Name _____



G L A S S W O R K S

815 W. Market St.
Louisville KY 40202
(502) 515-2489, option 2
www.louisvilleglassworks.com

***PAYMENT AND CONTACT INFO**

Checks should be made out to City Destinations and sent to

City Destinations

604 S. Third St.
Louisville, KY 40202

***CATERER**

All catering and bar service provided *exclusively* through Jarfi's Catering, a full service catering business offering menus for all types of events with a full staff of bartenders, servers, and chefs. No other catering, food, beverage, or alcohol is permitted in the building.

Jarfi's Catering

(502) 589-5895
elizabeth@jarfis.com
www.jarfis.com

Note: The caterer's bill will reflect an additional 15% (Fifteen Percent) Food & Bar Commission Fee for all orders and services provided by the caterer for the exclusive right to facilitate all client catering services.

***PARKING**

Parking is available in the Glassworks District public automated garage (838 W. Market St). Arrangements can be made through PARC's Norma Britton at (502) 574-3817 or norma.britton@louisvilleky.gov. www.louisvilleky.gov/parc

Glassworks Studio provides the following to our clients, unless otherwise specified

- Tables (60" round or 6 ft long) and chairs

***ROOF GUIDELINES**

- Smoking is not permitted anywhere in the facility, including on the Roof
- No glass is permitted on the roof
- No flames (open or contained) are allowed on Rooftop
- All equipment for the Rooftop will be rented by the Client; references available upon request
- Arrangements for chair rental, delivery, set-up, and breakdown on Rooftop is responsibility of the Client
- Roof access is closed after Midnight
- Curfews: Friday and Saturday: 12 am (midnight)
 Sunday – Thursday: 11 pm