

shadowlands  
Bookstore & Cafe

EVENT SPACE RENTAL AGREEMENT

Renter's Name: \_\_\_\_\_

Individual     Non-profit     Corporation     Other: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name/Description: \_\_\_\_\_

Desired Date: \_\_\_\_\_ No. attendees expected (50 max.): \_\_\_\_\_

Start time: \_\_\_\_\_ Anticipated end time: \_\_\_\_\_

TERMS & CONDITIONS OF RENTAL

**DEPOSIT**    The hourly rate for event space rental depends on the requested date, nature of the event, and number of attendees expected. A non-refundable deposit may be requested prior to securing the date. Event details may be changed until ten days in advance of the event; thereafter, modifications requested by renter may result in cancellation of this agreement at the discretion of the venue.

\$75     \$100     Deposit: \_\_\_\_\_ [to be completed by venue]

**FOOD/DRINK**    Venue offers a 'minimal catering' option with advance notice. The meal fee is fifteen dollars per person for the following items: vegetarian appetizer dumplings with dipping sauce; vegan korean yam noodle main course with tofu; coconut dessert mochi muffins (gluten-free but contain dairy). If desired, a house lychee mixed beverage may be added, but requires an additional five dollars per person, in addition to each attendee signing an event-only membership form upon arrival, clearing venue of liability for responsible behavior of attendees including safe return home from the event. Outside beverages should not be catered into the space without prior approval. If the catering option is waived, outside food items may be brought in from outside, but professional caterers shall not be allowed entry into the kitchen area without prior approval. Clean-up of any outside food is the responsibility of the renter, or a cleaning charge of twenty-five dollars may be applied. Venue agrees that a minimum of one staff member will be present and available to provide full cafe service.

meal (+\$15pp)     drink (+\$5pp)     outside food     outside drink request

**LIABILITY**    Renter agrees to indemnify, defend, and hold harmless the venue, building owner, building management, and its employees, harmless of and from any liabilities, costs, penalties, or expenses arising from use of the premises for this event, including but not limited to any injury, property damage, personal injury, or other loss. Venue shall not be responsible for the personal items, food, or equipment brought to the premises by the renter or its attendees. The premises shall be defined as the entire interior space and the sidewalk area outside the establishment.

**BATHROOM**    Renter acknowledges its understanding that access to the private bathroom is limited given the narrow entryway and step up. Those requiring assistance will be aided by a venue employee. Renter should keep this limitation in mind when considering rental of this space for any special event.

**STAIRS**

Renter acknowledges its understanding that the event space may be accessed only by descending stairs down to the main floor. While there is limited seating in the upper area above the main floor, the stairs may prevent access for anyone in a wheelchair or with physical limitations. The stairs may also pose a hazard for certain attendees. Therefore, renter is asked to carefully consider this space feature and the necessity to exercise additional caution at all times when ascending and descending from the main entry to the main event space. Notification of space restrictions to all invited guests is the renter's responsibility.

**DAMAGES**

Renter agrees that only painter's tape and no nails, screws, staples, or penetrating items may be used on walls and floors. Glitter and non-paper confetti are not permitted. Renter may be held responsible for losses sustained by the venue arising from abuse of furniture, harm to books, injury to artwork, or other damages caused by neglect or intentional misuse by any attendee during the event.

**NOISES**

Venue may customize its playlist based on the type of event. Renter is asked to make special music requests in advance of the event, including use of an outside disc jockey. In addition, renter acknowledges its understanding that venue is located near a residential community and local noise ordinances apply. Noise related to the event, including ambient music, live music, and live performances, should be kept within acceptable limits, to be regulated by venue staff if necessary. Renter is asked to be mindful of the needs and interests of neighboring businesses and area residents when planning the event.

outside dj: \_\_\_\_\_ [to be completed by renter, if applicable]

**REFUNDS**

There shall be no refunds issued in case of late cancellation, non-appearance, or early termination of an event due to failure to comply with local noise ordinances, community disturbance, illegal activity, or any abusive behavior by renter and/or any attendee. No illicit drug use or smoking is permitted inside the premises or within twenty-five feet of the building. Venue reserves the right to ask any and all attendees to leave the premises for actions that include but are not limited to the following: threats of physical violence, acts of physical violence, verbal abuse, or other abusive, threatening behavior.

Agreed and understood by RENTER

Authorized signatory: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

For SHADOWLANDS BOOKSTORE & CAFE

Authorized signatory: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_



ROCKRIDGE: 5254 college ave, oakland, ca 94618  
510.422.3092 | info@shadowlandsglobal.com  
hours: w, th 10a-9p; f, sa 10a-10p; su 10-7+  
m/t special events + classroom visits