

FACILITY RENTAL

The “Facility” includes a 3,200 sq ft open ballroom, and a full kitchen. The kitchen appliances including the stove, microwave and the refrigerator are available during rental period.

The “Facility” is available for parties, meetings, weddings, receptions, church services and other group activities. The facility is available on a one-time basis or on a regular basis (discounts may apply). Approximately 40 parking spaces are available in front and in back of the facility.

GENERAL POLICY

The Studio is reserved on a first-come first-served basis by contacting the Event Coordinator. A meeting is required prior to reservations being made. Regular and scheduled studio activities have 1st priority except by special permission.

In order for a date to be reserved on the studio calendar a completed “Facility Use Agreement” must be filled out and signed by all parties. The renters must understand and accept the terms of the Agreement, the payment schedule and fees, and the Rental Guideline Brochure. The Event Coordinator will submit a copy of the signed Facility Use Agreement along with a 50% payment of all fees.

The date will not be reserved without the signed agreement and appropriate fees.
Payment balance is due two weeks prior to the reserved event.

The VaDance Studio is a non-smoking facility. Alcohol consumption in only a responsible manner is accepted. Anyone under the influence of illegal substances or acting disorderly will be asked to leave immediately. Excessively loud or inappropriate music is not allowed.

RENTAL PRICE SCHEDULE

	<u>GROUP SIZE</u>	<u>FACILITY PRICE</u>
1. 3 tier rental schedule:		
Length: 2-4 hours	1-30 (Small)	\$300 per hour
(1 hr. set up / 1 hr. clean up is included in fee)	31-50 (Medium)	\$400 per hour
	51-100 (Large)	\$600 per hour
2. Music Bar including Group Class		
45 – 55 minute group class		\$150 per event
Sound Tech included		
3. Event Coordinator		\$150 per event
Initial Meeting, coordinate event		
Attends function & assists activity including ballroom and kitchen setup		
4. Custodian & Set-up		\$150 per event
Sets up chairs & tables for event		
Breaks down room and cleans studio making the space ready for teaching		

AVAILABLE DAYS AND TIMES

In general days available for rentals are Saturdays and Sundays. The 1st and 3rd Friday nights starting at 8:30 are also available. Day activities generally starting as early as:
Mornings - 10:00, Afternoons – 2:00, Evenings – 7:00.

CHANGES, CANCELLATIONS AND REFUNDS

Any requests for changes must be in writing and be mutually agreeable and must be approved in writing. Cancellations made prior to two week deadline forfeits a 10% processing fee. Cancellations made after two week deadline forfeit 50% deposit. Refunded amounts will be returned within two weeks of cancellation date.

DECORATIONS AND BUILDING

It is expected that function participants respect the facility. Any repairs for damages will be paid by the renter of the facility. Decorations need to be discussed with the Event Coordinator. No tape, tacks, nails, screws on the furniture or walls. Only dripless candles are permitted unless wax is cleaned up after function. If candles drip on furniture or floor a cleanup fee may be added and a charge for any damage maybe added. Mounting of signs, banners, etc. are to be placed on mirrors only. Balloons can be helium type sitting on tables or floor or may be hung from ceiling grid hooks. Streamers can be attached to ceiling grid hooks. Please meet with Custodial or Coordinator to discuss any table layout and leave a diagram at least 1 week prior to event. During holiday seasons decorations will already be in the studio. Those decorations will remain in studio, but additional decorations may be added by renters if desired. The decorations and any food brought in for the event must be taken away after the event. The Custodian will put tables and chairs back after the function and ready for next activity.

The cost to repair damages will be paid by renter. Plan to guarantee the facility will be left as found so that others may enjoy it in the future. The Management and Staff thank you in advance for helping keep this a beautiful studio.