

The Village Witch
2277 Boundary St
San Diego, Ca 92104
(619) 255-5776



SPACE RENTAL AGREEMENT

<u>Renter Category</u>	<u>Hourly Rate</u>	<u>Hours Rented</u>	<u>Total Amount</u>
[] For Profit Group	\$20.00	_____	\$ _____
[] Non-Profit Group	\$10.00	_____	\$ _____
[] Community Groups	\$10.00	_____	\$ _____
[] Individual	\$20.00	_____	\$ _____

RESERVATIONS, CANCELLATIONS, REFUNDS & DAMAGES:

1. Events may be booked up to one year in advance.
2. Event reservations must be completed no later than 2 weeks prior to date of event or reservation is subject to cancellation.
3. All reservations will be placed on a tentative hold for 5 days. Tentative bookings are automatically released after 5 business days unless confirmed.
4. Reservations are confirmed only when all rental fees are paid and received in conjunction with the Space Rental Agreement.
5. Partial payments are not accepted.
6. Additions or cancellations to the original contract received less than 2 weeks prior to date of event constitutes a change in the contract and a \$10 change fee will apply.
- 7. Events running over their reserved time will be charged their hourly rate for each half-hour, or any part thereof, regardless of starting time.**
8. Rental Fees are refundable for events cancelled at least 7 days in advance.
9. Please allow 2 weeks for refunds if paying by check.
- 10. If the reservation is cancelled less than 7 days prior to the event the rental fee will be forfeited.**
11. If damages occur during an event, the Renter is responsible and these costs will be charged via invoice for estimate of repair of damages.
12. The Village Witch reserves the right to refuse service or to cancel any event and will refund rental fee upon cancellation.
13. Tables and chairs are available in limited quantity. Please inquire in advance if you would like these made available.
14. The Village Witch supplies coffee and tea on a donation only basis at all events.

INDEMNITY - I agree to indemnify and hold The Village Witch harmless for any loss, damage or costs, including court costs and attorney's fees, that may occur as a result of the event I have scheduled at The Village Witch whether caused by me, one of the participants at the event, or one of the outside vendors hired for the event.

Full Name of Organization or Person: _____

Phone: _____ Email: _____

Date of Use: _____ Begin Time: _____ End Time: _____

Event Name: _____ Event Representative: _____

Signature: _____ Date: _____

Authorizing Signature: _____ Date: _____ Paid: _____

****Please make all checks and money orders payable to Alan Childers.**