



# So Lux Reservation Form

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant/User's First and Last Name:	
Address:	
City/State/Zip Code:	
Phone Number:	
Email Address:	
Name of Company or Organization:	
Is Your Organization a Non Profit:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reservation Start Time: \_\_\_\_\_  AM  PM

### Reservation Hours

Event Time: \_\_\_\_\_  AM  PM

**Sunday—Thursday** 7:00AM—10:00PM

Venue Exit Time: \_\_\_\_\_  AM  PM

**Friday—Saturday** 7:00AM—11:30PM

Type of Event/Description of Use of the Venue:

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Number of Attendees: \_\_\_\_\_ (Venue occupancy is a max of 125 guests)

Will Food be Provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will A Caterer be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the Caterer:	<input type="checkbox"/> Serve Food <b>OR</b> <input type="checkbox"/> Drop Off
Name of Caterer/Catering Company:	
Caterer Phone Number:	
Will you be hiring a decorator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Decorator/Decorating Company:	
Will alcohol be served? <b>*must add bartender &amp; security service</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the Terrace be used? <b>*additional \$200.00 for use, setup, etc</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



# So Lux Reservation Form Continued...

Will you be utilizing the kitchen:

**\*Only Licensed Caterer's Permitted Access to the Kitchen**

Yes

No

**Additional Items Available Below from So Lux Event Center at no additional cost.**

Please select which items you will need with an "X"

\_\_\_ Tables for seating (\_\_\_ Round or \_\_\_ Square)

\_\_\_ Chairs for seating (\_\_\_\_\_ # needed)

\_\_\_ Setup Services (our staff will set up your tables and chairs upon arrival)

\_\_\_ Projector or 65" TV (For Presentation or Slideshow)

\_\_\_ Podium

\_\_\_ AV Cart (if using projector)

\_\_\_ Projection Screen

\_\_\_ Presentation Remote and Pointer

Will rental equipment or furniture be used:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Rental Company:	
Name of Contact at Rental Company:	
Contact Phone Number:	

It is the responsibility of the Applicant/User to ensure the delivery and removal of rental equipment, the decorating, breakdown and cleanup to include trash removal are accomplished within the time period reserved by the User on the Reservation Form.

For any time in excess of the contract time an additional **\$100 per hour**, regardless of time over, will be charged to the User and/or deducted from the security deposit.

**Please carefully read the following statement before signing:**

I have read and understand So Lux's Policies and Procedures governing the use of the venue and understand the refund of my security deposit is conditioned upon my adherence to these policies and procedures.

Applicant/User's Signature: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_



## Hold Harmless & Indemnification Agreement

I, the undersigned, in consideration for the use of So Lux Event Center requested in the attached application, do hereby covenant, and agree to forever fully protect, defend, and save harmless So Lux LLC from and against any and all claims, demands, rights and causes of action of whatsoever kind and nature. I further agree that I may not speak or write negligently (deemed slander or libel) via social media or any online review platforms (including google reviews) any claims. I agree to hold So Lux LLC harmless against all loss, costs, damages, and attorney's fees and expenses of every kind and nature which So Lux LLC may suffer, expend or incur by renting this facility to myself or use by attending guests. Any claims arising from providing by the applicant/user **and/or** the presence of alcohol at the function described in the attached Application for Use, including any loss, costs, damages, fees and expenses incurred in actions brought to enforce this indemnification. I have read and fully understand the above provisions.

Applicant/User's Signature: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## No Loitering or Disturbance Clause

I, the undersigned, acknowledges that as the reservationist/user it is my responsibility to not allow my guests or attendees to loiter in front of So Lux Event Center or its neighboring businesses. I also understand that I am not permitted to allow any children attending the event to run, throw balls, or scream outside of the event center or in front of neighboring businesses as it is deemed a disruption.

I further agree to inform my guests and attendees that at the conclusion of the event, they must exit the event center and leave in their vehicles. There is no gathering to socialize at the conclusion of my reservation time in front of the event center, especially on the front terrace, or in the parking lot located behind the event center. Any violations will result in a total loss of my security deposit or a fine of \$250, whichever is greater.

By signing this clause, I have read and fully agree to the above provisions.

Applicant/User's Signature: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Acknowledgements

Please initial on each line.

\_\_\_ I, the undersigned, do hereby acknowledge I have read and understand the Policies and Procedures established by So Lux LLC and do agree to observe and enforce all rules and regulations governing the use of So Lux Event Center.

\_\_\_ I do further acknowledge that the right of the Applicant/User to use the center as foresaid may be revoked at any time for violation by the Applicant, its agents, employees, independent contractors, guests or invitees of any rule, regulation, or policy governing the use of So Lux Event Center.

\_\_\_ I, the undersigned, do hereby acknowledge I have read and understand the Rules and Regulations established by So Lux LLC and do agree to observe and enforce all rules and regulations governing the use of So Lux Event Center.

\_\_\_ I, the undersigned understand the Rental Fee, Bartender & Security Fee (if applicable) is due a minimum of 10 days prior to the scheduled date and the event date may be canceled if this payment is not made with NO REFUND of previous money paid.

\_\_\_ I, understand the center is monitored by surveillance cameras.

\_\_\_ I, the undersigned agree to pay a security deposit for cleanup/damage/incidentals at the time the agreement is executed. The deposit will be credited to the same credit card used to reserve the center or a check will be mailed to the address on the Reservation Form within 24-48 hours upon inspection of the venue after the event. In addition, I understand a \$125 cleaning fee or my entire deposit may be forfeited if the venue space is not cleaned up as required by the provided venue cleanup checklist.

\_\_\_ I, agree to comply with and insure the guests of the event comply with all the foregoing provisions. In addition, I further agree to hold harmless, defend and indemnify So Lux for any claims, injuries, cause of actions, damages, or expenses resulting or arising from the service or consumption of alcohol at the event or any failure of the event to comply with these provisions.

\_\_\_ **Additional Attendance:** An accurate guest count allows So Lux to properly place your event in our venue. In the event the actual guest count exceeds the agreed upon guest count, an additional charge may apply.

\_\_\_ Alcohol is permitted on the premises and can ONLY be provided by So Lux and ONLY served by So Lux Event Center's Bartenders in compliance with all applicable laws and ordinances. **No outside alcohol is permitted inside the center or the premises surrounding the center.**

Applicant/User's Signature: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_



# Acknowledgements Continued..

\_\_\_ **Event End Time:** All events must end at the time specified on the reservation form and rental agreement. If an event ends after the stated end time, an overtime fee of **\$100 per hour** will be charged and deducted from the security deposit regardless of the amount of time exceeded at the stated end time.

\_\_\_ **Food:** Only approved food items and caterers may be used for events at So Lux.

\_\_\_ **DJs and Bands:** Applicant/User must provide So Lux with all band and DJ information. DJ's must provide their own equipment and table. Music is allowed at levels that are non-disturbing to the surrounding businesses and resident neighborhoods.

\_\_\_ **Decorations:** Clients may decorate for their events. They may also bring in outside decorating vendors. All decorations must adhere to So Lux Event Center's terms and conditions. All décor must be removed from the building at the end of the event. Any items left in the building will be disposed of. All Helium balloons must be removed at the end of the event. All candles must be in enclosed containers. **No materials may be glued, nailed, tacked, or taped to floors, walls, and/or ceilings.** No animals, other than service animals, are allowed at So Lux Event Center at anytime.

\_\_\_ **Audio/Visual:** To ensure that all of your audio/visual needs are met, we ask that clients provide us with all electronic presentations (MS Power Point, Apple, Keynote, etc.) pictures and videos within 7 days in advance of the event. So Lux cannot guarantee that all audio/visual will work if we are provided with files the day of the event. If the audio/visual equipment provided by So Lux Event Center is broken or no longer operable after your event, you will be charged to replace the item that has been broken or damaged.

\_\_\_ **Damage Liability:** The applicant/user is liable for any and all damages to So Lux Center Facilities and property and terrace caused by any member of their party and or any subcontractor (caterer, musician, equipment suppliers, etc). Any damages must be repaired or replaced promptly to the satisfaction of So Lux and paid by the applicant/user and/or deducted from the security deposit.

\_\_\_ **Cancellation Policy:** Should the renter choose to cancel the event, cancellations must be received 60 days prior to event in writing via email. Hold date deposits and Processing Fees are non-refundable but can be applied as a credit toward a future booking good for 1 year from date of cancellation. If the cancellation is 60 days or less prior to the event, there is no refund issued. Monies paid will be applied toward a future booking good for 1 year from the date of cancellation.

\_\_\_ **Exceptions to Cancellation Policy:** Force Majeure: Neither the user/applicant nor So Lux will be held liable to uphold this agreement should an act of nature such as a natural disaster, an act of war, or any other major event that is outside either party's control. COVID-19 is **NOT** grounds for cancellation.

Applicant/User's Signature: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_



# Acknowledgement Continued..

\_\_\_ **Military Refunds:** If you are in the military and are called to duty, a full refund will be issued minus the hold date deposit and processing fee upon a written agreement between So Lux Event Center and the applicant/user, along with the submission of your papers.

\_\_\_ **Rehearsals:** If requested, Rehearsals will be scheduled 30 days prior to the event date. There is an hourly fee of \$50.00 per hour for Rehearsals with a 2 hour minimum. Rehearsal date is subject to venue availability. Applicant/User must ensure the venue is clean prior to departure of the rehearsal or a fee of \$100 will be deducted from the security deposit.

\_\_\_ **COVID-19 Clause:** So Lux Event Center will not be held liable or issue any refunds of money paid as a result of COVID-19 but in the event of cancellation as a result of COVID-19 will apply any money paid toward a future date good for a year from the date of cancellation (pending availability).

\_\_\_ **Cleanup:** Cleanup of So Lux Event Center is **REQUIRED** by the applicant/user. If the venue is not cleaned per the Event Center Checklist provided, then a \$125.00 cleaning fee will be deducted from the applicant/user's security deposit. All cleaning supplies are provided by So Lux and are found in the Storage Closet & by the mop sink adjacent to the Ladies Restroom.

\_\_\_ **Cups , Bottles, & Alcohol Beverages:** I understand that no drinks, no alcohol, no clear cups, and no bottles (including water bottles) are permitted outside of the event center (in the front or back) and if myself or my guest take drinks (especially alcohol beverages) outside of the event center, it will be grounds for **immediate termination of my event and I will forfeit any money paid and receive no refunds.**

\_\_\_ **Alcohol:** I understand that if alcohol is present at my event, no one under the age of 21 is permitted to attend. If a person or children under the age of 21 are in attendance, **they must have permission to attend by the owner or they will be asked to leave and/or my event will be terminated immediately and I will forfeit any money paid and receive no refunds.**

\_\_\_ **Cigarettes, Vaping, and Trash Left in the Parking Lot:** I understand that all Cigarette smoking and Vaping must be done so by myself or my guest in the front of the event center and ALL cigarette butts must be placed inside the provided cigarette ashtray in the front of the building. If ANY cigarette butts are found after my event in the parking lot or any trash leftover from my event is left in the parking lot, **I will FORFEIT my entire security deposit.**

Applicant/User's Signature: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_



# Payment Outline for So Lux Event Center

## One Time Non-Refundable Processing Fees (Select with an "X")

\_\_\_ Processing Fee [\$25.00]

\_\_\_ Late Processing Fee [\$35.00] If reservation is made 14 days prior to the event date

## Refundable Deposits (Select with an "X")

\_\_\_ Refundable Deposit: [\$150.00] For Events with 0-30 guests

\_\_\_ Refundable Deposit: [\$200.00] For Events with 31-60 guests

\_\_\_ Refundable Deposit: [\$250.00] For Events with 61-125 guests

## Extras (Select with an "X")

\_\_\_ Terrace [\$200.00] 1560 sq. feet area located in the front of the center w/ outdoor seating & lights setup by So Lux Event Center Staff.

\_\_\_ Bartender [\$75.00 flat rate for 4 hours] per bartender and **REQUIRED** for all events where alcohol will be served. **\*\*one bartender per 50 attendees\*\* (after 4 hours/- \$20/hour\*\*)**

\_\_\_ Security [\$20.00] per hour, per guard and **REQUIRED** for all events. Events where alcohol will be served **\*\*one guard per 30 attendees\*\*** all other events without alcohol require just one guard

\_\_\_ **NON-REFUNDABLE HOLD DATE DEPOSIT: [\$150.00]** Required to hold any date for up to 6 hours—**applied to the total cost of the rental reservation.**

### BELOW FOR OFFICE USE ONLY

Processing Fee: \$ _____	Cost: \$ _____
# of hours: _____ at \$ _____ per hour	Cost: \$ _____
Security Deposit: \$ _____	Cost: \$ _____
Security: # of guards _____ at \$ _____ per hour	Cost: \$ _____
Bartender: # of bartenders _____ at \$ _____ per hour	Cost: \$ _____
Number of Guests: _____ Setup Time: _____ to _____	Guest Arrival Time: _____ Guest Departure Time: _____
Cleaning Time Start : _____ End Time: _____	Depart/Lock Up Time: _____
<b>TOTAL RENTAL COST</b>	<b>\$ _____</b>
Date: _____ Payment Amount: \$ _____ Balance: \$ _____	Date: _____ Payment Amount: \$ _____ Balance: \$ _____
Date: _____ Payment Amount: \$ _____ Balance: \$ _____	Date: _____ Payment Amount: \$ _____ Balance: \$ _____

Applicant/User's Signature: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Event Center Clean-Up Checklist

DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_

In order to receive your security deposit back the following items must be completed prior to your departure.

PLEASE INITIAL ONCE COMPLETED AND PLACE IN THE "CLEAN UP DROP BOX" INSIDE THE CENTER BEFORE LEAVING.

- \_\_\_ **Bathrooms: Cleaned and Re-Stocked. Empty trash & place new trash bags in every trash can.**
- \_\_\_ **Kitchen cleaned by caterer (including refrigerator, stove, counters, dishes, microwave, sink, walls, empty trash can with new trash bag, and any other items used) **\*ESPECIALLY THE FLOOR\*****
- \_\_\_ **Return Thermostats to proper temperature. October—March [65 degrees] - April—September [70 degrees]**
- \_\_\_ **Decorations Removed (if applicable) **\*\*CONFETTI AND GLITTER NOT PERMITTED\*\*****
- \_\_\_ **Trash emptied and taken to dumpster outside **[in white fence in the parking lot near Empire Beauty School]** or removed from premises (Trash must not be placed inside the dumpster and not on the outside) **NEW BAGS MUST BE PLACED IN THE TRASH CANS ONCE EMPTIED****
- \_\_\_ **Floor Cleaned (floors must be cleaned of all debris and should be **swept and mopped**—brooms and mops are found by the mop sink near the ladies restroom) **\*if floor is not swept or mopped, a \$125.00 cleaning fee will be deducted from your security deposit.\*****
- \_\_\_ **Terrace and Parking Lot cleaned and with no cigarette butts or trash **(if cigarette butts or trash are found in the parking lot at the end of your event, you will lose your ENTIRE security deposit)****
- \_\_\_ **Replace furniture (sofa bench and black and white tables - if moved) **DO NOT STACK CHAIRS****
- \_\_\_ **Make sure the back door by the kitchen is completely closed and all lights are turned off.**

Comments: (Explain if items are not checked or to note damage done prior to your arrival)

\_\_\_\_\_  
\_\_\_\_\_

I do hereby attest that the above items were completed in order to receive my security deposit refund.

Applicant/User's Signature: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_