



## Event Policies and Booking Contract

### EVENT PRICING:

\*\* Please note there is an **8 hour minimum for wedding receptions and a 4 hour minimum** for other events.

\*\* Please consider your decorating time as you plan what hours you'd like to reserve. If you need to decorate the morning or the night before, then you need to reserve and pay for that time as well. We make an exception to this policy only for guests who have already paid for a full day event (\$1800 or \$1080). If desired, you may call the day before your event to see if we have that evening available. If it's available, we are happy to allow you to come decorate early. However, if you know you must decorate the night before, it is best to pay for it. We will not guarantee you can get in the night before otherwise.

\*\* We accept cash and checks to The Legacy Loft. We also take Venmo or credit cards with a 3% fee.

Friday, Saturday, Wedding and Holiday Events	\$150/hour
All Day Unlimited Time Friday, Saturday, Wedding and Holiday Events	\$1800
Monday - Thursday and Sunday Events	\$90/hour
All Day Monday – Thursday and Sunday Events	\$1080
All Events Refundable Cleaning/Damage/Overtime Deposit	\$200

### OTHER PRICING:

Photo Shoot (1 hour minimum and booked less than 1 week prior)	\$60
Tablecloth Rental (only with advanced notice)	\$10/tablecloth
Aggie Ice Cream (not available Sundays)	\$50/tub & Scooper fee
Required Ice Cream Scooper (not available Sundays)	\$25/hour
Change Seating During Event (not available Sundays)	\$50
Full Cleaning and Change of Seating Between Days Events (we need 2 hours)	\$250

LEGACY LOFT POLICIES (as of 01/01/2024):

\*\*Please read this carefully. Your signature at the bottom is stating that you are the responsible party and will abide by our policies and instruct your helpers or guests to abide by them as well. Not following these policies, or your help or guests not following them, can result in losing part or all of your deposit or a claim against your insurance.

- Cancellations within a month's time are non-refundable. Cancellations within 1 to 4 months' time will be refunded all but \$200. Cancellations longer than 4 months before will be refunded all but \$25.
- Please do not let kids use elevator as a toy. We have had groups get stuck in it. It's been very rare, but should this happen call us right away to come get you unstuck.
- All gatherings will please clean up any "wet" or "food" spills promptly. Do NOT put liquids in the garbages.
- All gatherings will please empty the upstairs bathroom and kitchen garbages and reline them.
- If you desire to hang anything on the walls, we will allow you to use command strips or painter's tape. Please follow directions removing them and be aware that any damage left may be charged to you. No scotch tape anywhere – including windows, mirrors or chairs. Absolutely no tape, even painters on the TV screen. And nothing may be hung from the ceiling lights or coving.
- If you wish to put decorations in the windowsills, please use a cloth underneath them to prevent scratches.
- Please do not set drinks in the windowsills. Condensation will cause water damage without a napkin or coaster.
- Please keep tables and chairs a couple inches away from the wall to prevent dinging or marring the walls.
- For wedding events, if your "sendoff" makes additional mess, it will be your responsibility to clean it up. We DO NOT allow glitter or rice and their use will result in forfeiting your deposit and possible additional charges.
- No clogging, tap-dancing, piñatas or other activities that we deem unsuitable for the floor or building.
- No alcohol, smoking, drug use of any kind, candles or open flames, or pets.
- No cooking. Our catering/warming kitchen is not licensed for food preparation. You are welcome to bring food you've previously cooked to warm. We also allow caterers.
- We expect you to use our tables and chairs. If you wish to use other tables, chairs, or furniture you must ensure that they have rubber or felt protectors in good condition to protect the floor.
- If you are constructing wedding decorations, such as a backdrop, or anything requiring drills, hammers etc., please bring a thick canvas drop or blanket to protect our floors as you construct.
- Do not drag heavy items, including crates, boxes, or coolers, across ANY of the floors (upstairs, downstairs, stairs, and elevator). While this may seem harmless, we have had large scratches in the floors result. Please advise your helpers to lift or carry items or use carts with rubber wheels in good condition. New scratches larger than normal wear and tear can result in losing your damage deposit, helping us with eventual floor replacement.
- Any damage more noticeable than normal wear and tear may result in losing some of your deposit. If you are aware of anything that got damaged or broken please inform us.
- We try to return your deposit, or the remaining portion, via check or Venmo within 10 days of your event.
- 24-hour surveillance cameras in use.
- Please call or text questions to Aleena Winward at 435-245-3978.

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Event Name: \_\_\_\_\_

Table Setup Arrangements: \_\_\_\_\_ Event Price (Confirmed with Manager): \$ \_\_\_\_\_

Name and Address for deposit check to be sent back to: \_\_\_\_\_ Other (i.e. tablecloths) \$ \_\_\_\_\_

\_\_\_\_\_ Refundable Deposit \$ 200.00

\_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_

\_\_\_\_\_ Refunded Amount (later) \$ \_\_\_\_\_

I agree to abide by the above Legacy Loft policies. I understand I am the responsible party for this event and may be charged for cleaning or damage if deemed necessary by event manager.

Responsible Party's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_