



Rental Agreement

Rental Fees:

- **Venue Rental:** The 4DWN facility rental fee is \$5,000 per day for each day dedicated to the approved event, including set-up and tear-down days. The venue rental fee covers the cost of venue utilities and space, it does not cover costs for permits, supporting staff, or supplies.
- **Permit:** Permits are required for every event. 4DWN will acquire any permits needed for the event, at your cost.
- **Deposit:** \$2,500 or 25% of total event costs is due within 72 hours of event approval and invoice delivery. The deposit is non-refundable.
- **Balance:** Remaining balance is due at least 48 prior to the event. If balance is not paid in full, the event is forfeited and canceled.

Applicable Terms:

- **Signed Agreement:** Signing this agreement does not constitute a contract or guarantee with 4DWN. Your application will go through an approval process and you will be notified of 4DWN's decision within 14 days of your application date. No application will be considered without a signed rental agreement.
- **Action in Good-Faith:** 4DWN reserves the right to not act in good-faith concerning any cash deposits, labor costs, or venue alterations.
- **Labor:** You are responsible for providing your own workforce for your event. If you would like to contract 4DWN staff or volunteers, you will be required to submit a written request a minimum of 5 days before the event and cover all applicable labor costs.
- **Event Supplies:** You are responsible for supplying any tables, chairs, or supplies needed for your event. If you need to rent these items from 4DWN, you may do so at an additional cost.
- **Venue Alterations:** Any proposed alterations to the 4DWN venue, structures, or property must be approved by the event committee before any work has begun.

Security Deposit:

A security deposit of \$1,000 is required. This deposit will be refunded within 5 days after the event, provided no damages occur and all terms of this Agreement are met.

Code of Conduct:

The Renter and all attendees must adhere to the following code of conduct during the event:

- **Respect:** All guests must treat the venue staff, other guests, and the property with respect.
- **Alcohol Consumption:** If alcohol is served, the Renter must ensure it is consumed responsibly and in compliance with local laws.
- **Cleanliness:** The venue must be left in the same condition as it was found. All trash must be disposed of properly.

- **Damage:** The Renter is responsible for any damages incurred during the event, and the cost of repairs will be deducted from the security deposit.
- **Compliance with Laws:** All local laws, ordinances, and regulations must be followed.
- **Conduct:** Any form of harassment, discrimination, or illegal activity will not be tolerated and may result in immediate termination of the event.

Cancellation Policy:

- Cancellations made more than 10 days before the event will receive a full refund of the security deposit and any amount paid towards total balance. The deposit is non-refundable.
- Cancellations made less than 2 days before the event will forfeit all fees and costs.

Liability: The Renter agrees to indemnify and hold harmless 4DWN from any claims, damages, or liabilities arising from the event.

Governing Law: This Agreement shall be governed by the laws of the state of Texas.

4DWN Representative: _____ Date: _____

Renter Signature: _____ Date: _____