GUIDELINES & POLICIES

The person agreeing to these terms is responsible for all other persons using the facilities within the time frame allotted.

Please ensure that everyone you bring into the space is aware of the following rules and regulations:

- The Renter of the Event Space (hereafter, “Renter”) will indemnify and hold Brooklyn Fête, Inc. (hereafter, “the Space”) its agents and its employees harmless against any and all losses, damages, liabilities, obligations, penalties, claims, demands, actions, suits, and costs of any nature whatsoever (collectively "losses") resulting from or in connection with the Renter's reservation or use of the Space, including but not limited to losses in connection with (a) any damage to any property of the Space or anyone else, (b) any injury to any person, (c) the unauthorized use of any idea, creation, literary, musical, or artistic material or intellectual property, and d) any breach of this agreement, provided, that no such indemnification applies to losses resulting solely from acts of the Space itself, its agents or its employees.

Regarding Use of the Space

- All rental reservations must be approved and confirmed by Management of the Space.

- The Contract Renter MUST be present at the event for the duration of the event. No sub-contracting. No sharing of space without prior consent from Management.

- Set-up time is scheduled for an hour before the start of your event. Please purchase additional time if you plan on elaborate decorations.

- Brooklyn Fête, Inc. is a non-smoking facility. No smoking of any kind is allowed on the premises. This includes the outdoor garden area and bathrooms.

- All music—live and recorded—shall be kept to a reasonable level.

- Renters are not permitted to bring additional sound reinforcement beyond what is provided by the Space. No exceptions are allowed!

- Please treat the Space with the utmost respect. You are responsible for placing accumulated garbage in its appropriate containers and returning the Space to the condition you found it in. No items should be left on the floor (spills, paper, property); the bathrooms must be left clean and in working condition and the outdoor area without litter. (Accidents do happen, but address them as best you can so no one else has to know about them.)
In the case of emergency maintenance services, Brooklyn Fête, Inc. charges $50.00 to make the place presentable again for an upcoming scheduled renter. You can schedule maintenance services as part of your contract at said $50.00 fee.

As events are booked back-to-back at times, please be completely out of the Space by the end of your scheduled time. Please budget time for clean-up and change of clothing, if applicable.

We do not offer storage. Please take your belongings with you or they will be discarded.

We do not allow the sale of alcoholic beverages on our premises.

You must obtain a permit from www.sla.ny.gov if you intend to serve alcoholic beverages. A copy of the permit must be presented to management before your event. Note: It takes 15 days to obtain a permit.

Please do not leave the space unattended at any time. A staff member should arrive roughly 30 minutes prior to the close of your event. If he/she has not arrived, please contact Management at 347-627-4289 immediately as the space cannot be left unattended.

In the event of an emergency, and no one is at the site, please contact Management immediately at 347-627-4289. This includes toilet issues, air-conditioning/heating/lighting/equipment issues.

Renter will be held accountable for any damages.

Art and decorative pieces displayed are the property of Brooklyn Fête, Inc. Please DO NOT help yourself to them!!

Accidents happen. If you accidentally break equipment, please be conscientious enough to let us know. Most likely, you will be asked to repair the damage or pay for repairs, but we aren’t interested in taking your children’s inheritance.

Regarding Emotional and Physical Well-Being

Please do not venture into the outdoor garden without permission. The door needs to be set to accommodate re-entry. If management has not provided permission, you will lock yourself out!!

Brooklyn Fête, Inc. will not be held accountable for lost or stolen articles or for personal injury incurred on our premises. Please secure your items.

Large fires are not permitted in the Space whether indoor or in the outdoor garden. We will permit warmers. No obtrusive scents are allowed.
The lower level of Brooklyn Fête, Inc. is the sole property of its owners and is strictly off-limits to Renters until such time when the Space has been renovated and is open to the public!

Renter agrees to treat staff and management of the Space as well as event guests with courtesy and respect.

**Regarding Payments and Cancellations**

Renter understands that rates are different for some events (e.g. meetings, bookclubs, videoshoots), and agrees to use space as agreed, unless permission has been given by management and appropriate payment has been made for such use.

All bookings, irrespective of when they were made, are subject to the cancellation policy.

A 50% deposit is required at booking. As an example, currently, a standard prime-time *early* option (4 hours only) requires $300.00. The deposit is used to offset the total cost and the balance is due no less than two weeks prior to the event. For events booked last minute (less than or equal to two weeks prior to the event), full payment is due at booking.

A security deposit may be required, depending on the nature of the event.

- 30-day cancellations and prior: refund minus 10% of total event costs.
- Event cancellations less than 30 days: refund minus 50% of total event costs.

**Regarding Rights and Relationships**

Brooklyn Fête reserves the right for staff to visit or be on-site at the Space.

Management reserves the right to cancel rental relationships at its discretion.

Prices and policies are subject to change at Management’s discretion.