

Rental Policy

Svago' is available for rental all year round. Rental dates and time are contingent upon availability. Rental uses include meetings, banquets, parties, weddings, receptions, family reunions, conferences, etc. Provided in the rental costs are tables, chairs and Svago' staff member. Linen and tables settings are NOT included but they are available for Rent. Maximum guest count is 200. We can only fit 150 for sit down.

Payments/Reservation Deposits

Svago' accepts personal checks, cash, VISA, American Express, MasterCard, and Discover as forms of payment. Any payment that is made by fax, phone or email is subject to a 5% processing fee, plus a completed authorization form. Credit cards used for security deposits and/or payments will not be considered "paid" until the card comes back with an approval code. At the time of booking, a \$300.00 security deposit is due, which will be applied to the rental amount. Once this fee is received, a contract will be sent. It is understood that that the Renter is the responsible party for any damage(s) incurred to the facility or grounds arising from the event, whether or not it is more than the damage deposit. The final payment plus a \$200.00 damage deposit must be made 30 days before the event date.

Cancellation Policy

The Renter may cancel the event **in writing** 30 days before the event date. \$150.00 of the \$300.00 security deposit will be refunded. If the event is cancelled less than 30 days but not more than 15 days, Svago' will retain the entire \$300.00 security deposit and refund the difference paid. Any cancellation made less than 15 days will forfeit all monies previously paid. All refunds will be processed and payable to the 'Primary Renter' within 1 to 2 weeks after the event date.

Set-Up / Clean-Up

***Before the event, ONE hour will be given for set-up free of charge.** No drop-offs or early arrivals will be allowed into the facility before scheduled times. All guests and contractors must be out of the facility at the end of the paid time. No extra time will be

given for clean up. If for any reason clean up is not complete at the end of paid time; the extra cost will be taken from the damage deposit. A minimum of ½ hour will be charged for late departures. No items will be left for later pick-ups. A \$50.00 fee will be charged for any items left at Svago'. Renter will be billed (minimum \$75.00 charge) for any trash left behind in the facility. All trash **must be** removed to the outside dumpsters. Likewise, a fee will be charged for any excessive cleaning needed because of the event. The \$200.00 damage deposit will be held for facility review and inspection for damage and for any extra cleaning needed. The refund process for damage deposits takes 1 to 2 weeks.

***The Monday – Friday 8-hour block does not include the one-hour free set-up time.**

Alcohol Policy

Use of alcohol is permitted but must be distributed by the Svago' staff. The renter is available to do an open bar or a cash bar. All liquor will be ordered by the Svago' staff, there will be fee's for the orders and the hourly bartender. Orders are to be made at the latest one week before event.

Staff Assistance

Svago' Staff will be on site during the scheduled rental time. Staff will provide initial set-up of tables and chairs before the renter's preparation time begins. Once the event begins, furniture rearrangement is the Renter's responsibility. Staff has authority to close all windows and doors after 10 pm, if necessary, due to loud events. **All music must be shut down either 1 hour before the rental time is up or by 10 pm, whichever comes first.**

Caterers/Contractors

Available equipment to Renters/Caterers in the kitchen area is limited to the microwave, oven, sinks, and refrigerator. An ice machine is on site; however, we cannot guarantee the amount of ice available for any given event.

Renters/Caterers must bring all supplies including utensils, dishes, filters, linens, etc. The Renter understands that it is the Renter's responsibility to inform all caterers, musicians, florists, other helpers and guests of the specific times and nature of the rental agreement, where to unload and acceptable parking areas. Renter realizes that the Renter is responsible to see that all event participants observe all aspects of this agreement as well as all facility rules.

Decorations/Outside Use

Decorations are encouraged inside the facility only, and must be cleared with Svago' Staff. No staples, nails, or screws are allowed in the facility. Limited decorations will be allowed outside and must have prior approval. Any decorations left outside will result in a fee deducted from the damage deposit. All Renters are required to leave the facility in the exact condition in which it was found. Bubbles are not allowed at the facility. No oil lamps/candles. Any other candles must be enclosed and have something underneath it to catch dripping wax. Failure to do so will result in an additional cleaning fee subtracted from the damage deposit. No confetti and/or glitter may be thrown or used as decoration in the facility.

General Information

- Renter information is confidential and will not be shared with other renters and contractors.
- Saturday and Sunday event times must fit between the hours of 12pm to 10pm
 - One hour of free rehearsal time can be scheduled (2) two weeks before the event date during business hours. Time is determined based on availability.
 - The earliest the building will open for set up is 7am.

- A walk through with sub-contractors is welcome; however, please call ahead to schedule an appointment. Should you arrive during an event, the building would not be available for a walk through.
- During the "set-up hour", the main entrance doors will remain locked, with sub-contractors and/or renters being the only ones allowed in. We encourage you to add a 15 to 30 minute buffer to actual start times so as to accommodate early arrivers. Call 303.638.0944 for more information.

A \$200 damage deposit is required for all rentals.

A 25% discounts is available for non-profit organizations.

Svago' reserves the right to make changes at any time regarding pricing, procedures, and policies.

Rental Times:	Bistro Room	Main Room	Both Rooms
Friday 4pm – 10pm & Sat-Sun 12pm – 10pm	\$ 300 / hour	\$ 300 / hour	\$400 / hour
Mon-Thurs 8am – 4pm	\$75 / hour	\$75 / hour	\$140 / hour
Mon-Thu 6pm – 10pm	\$125 / hour	\$125 / hour	\$250 / hour
8 Hour Block			
Mon-Fri 8am – 4pm			
(The 8 Hour Rate Is Available During These Hours Only)	\$500 / block	\$500 / block	\$800 / block