



PARADISE TANGO

❖ 818 Sheridan St. #206, Honolulu, HI 96814 ❖ (831)-239-6529 ❖

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Check the option that is best for your usage of Paradise Tango: Single Event, Multi-day event (e.g. 1-day workshop), Repeating Event Name: _____

Single Event Date: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____ Wrap Time: _____

Multiple Days/Nights: _____

Details (If multiple days/nights describe the type of event to be held each day).

Repeating Monthly Event: _____ Day of Week _____ Time _____

Company/Organization _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Email Address: _____

Primary Phone: _____ Secondary Phone: _____

NOTE: Rental times start on the hour or half hour, i.e. 6:00 pm or 6:30 pm. Half hour incremental rentals are not available. i.e. you cannot rent from 6:00-7:30, you must rent the space from 6:00-8:00 pm or 6:30-8:30. Rental Rates are determined by usage amount. Organizers that use the space regularly get a discounted rental rate (see table below).

Type of Rental	Rental Rate/Hour
Hourly, non-weekly class (“drop-in” rentals, rehearsals, non-weekly private lessons)	\$30
Special Events (single or multi day event, special workshops, parties)	\$30
Monthly Repeat Scheduled once a week classes (1 hour per week, 4 hours per month)	\$25
Multiple Monthly Repeat Scheduled Weekly Classes and/or Socials (> 4 hours per month, combined between classes/socials)	\$20

- For Special Events (e.g. workshops with visiting teachers) longer than 4 hours a signed contract and **non-refundable** deposit in the amount of 50% of the total rental fee must be received to reserve your dates(s) and times(s) no later than one month in advance of the event. The balance of your space rental fee is due 14 days prior to your event.
- For Monthly Classes your rent is due the 1st of the month for that month.
- A copy of your Liability Insurance (see INSURANCE section on page 2) is due no later than 7 days prior to your event.
- Any additional costs that arise, due to damage of studio property or other, will be due within two days after your event/class/workshop.

Payments should be made to **PARADISE TANGO**. Cash, check and major credit cards are accepted. We prefer checks.

A CREDIT CARD AUTHORIZATION FORM is located on the last page of this contract if you choose credit.

No refunds of the space rental fees will be paid within 3 days prior to the event, as your agreement to rent Paradise Tango’s dance studio space on this date may cause the loss of additional bookings for business.

Number of hours Requested for Rental: _____

Choose Rental Rate: \$30/hour \$25/hour \$20/hour

TOTAL RENTAL AMOUNT DUE: _____ (multiple total number of hours by your Rental Rate)

Acknowledged, Agreed and Authorized by Primary Contract/Renter: _____ Date: _____

Acknowledged and Agreed by PARADISE TANGO: _____ Date: _____



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CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below and make sure all parties understand the requirements of providing for everyone's safety and keeping **PARADISE TANGO** a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES FOR NON-REPEATING EVENTS

A signed contract and a **non-refundable** deposit of 50% for non-repeating events four (4) hours or longer must be received to reserve your date(s) and time(s). For The balance of your space rental fee, or the full amount for events less than 4 hours long, is due 14 days prior to your event, unless other arrangements have been made with a representative of PARADISE TANGO. For repeating weekly classes your rent is due the 1st of the month. Any additional costs that arise, due to damage of studio property or other, will be due within two (2) days after your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

DEPOSIT/RENTAL FEES FOR NON-REPEATING EVENTS

For repeating weekly classes Rental Fees are due the 1st of each month or the first day of your classes for that month (e.g. if you have a Tuesday evening class and the 1st is a Monday your rent would be due Tuesday the 2nd for the month). You must notify Jenny or another representative of Paradise Tango no later than 1 week prior to the end of the previous month if you intend on renting for the next month.

DAMAGE TO PARADISE TANGO PROPERTY

Renter assumes the responsibility to compensate PARADISE TANGO for any damages to PARADISE TANGO property during the event.

_____ (Initial) **FLOOR DAMAGE** The Renter acknowledges and understands that water spilled on the floor of the studio space must be cleaned up immediately to prevent warping and damage to the floor. The Renter understands and assumes the responsibility of replacing and/or repairing any damage to the floors after usage regardless of personal cost to the renter. **The minimum fee is \$50 per damaged panel.**

_____ (Initial) **GLASSLESS MIRROR DAMAGE** The Renter acknowledges and understands that the Glassless Mirrors are fragile and can be punctured and scratched. The Renter understands and assumes the monetary responsibility of replacing (including shipping from the mainland) any mirror(s) damaged during the usage of the space. The Renter understands that individual mirror panels (8'x6') are valued at **\$770 plus tax and freight shipping.**

INURANCE

Special Event Liability or Personal Liability Insurance is required of ALL renters and is due no later than 14 days prior to your event, unless other arrangements have been made with a representative of PARADISE TANGO. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring PARADISE TANGO owners, representatives, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 Million, and general aggregate liability of not less than \$2 Million. PARADISE TANGO shall be named as an additional insured of said policy. Any caterers and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate of Insurance and Catering License to PARADISE TANGO, naming PARADISE TANGO as stated and will be delivered at least 14 days prior to event. PARADISE TANGO takes no responsibility of injuries to guests or property during your event.

LIABILITY

Renter agrees to indemnify, defend, and hold PARADISE TANGO, its landlord, building owners, officers, representatives, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by the renter, its employees, and agents of alcoholic beverages at PARADISE TANGO. In the event PARADISE TANGO, its landlord, building owners, officers, representatives and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay PARADISE TANGO, its officers, landlord, building owners, representatives and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by PARADISE TANGO, including all collection expenses and interest due.

CATERING AND FOOD STANDARDS

All catering and food brought into the rental space must be approved by PARADISE TANGO. There is no kitchen facility, such that food preparation is highly discouraged. Fully prepared food items, and pot-luck style events are highly suggested. Caterers and renters must remove all trash, composting and recyclables from the site as we do not have adequate facilities. All trash, including sorted recyclables and properly sorted compostable, must be collected properly bagged and removed by the caterer or renter. Failure to remove or clean will result in additional fees to the renter. PARADISE TANGO encourages those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions.

Contact/Renter Initials: _____ Date: _____



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LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by PARADISE TANGO. If there is an event prior to yours a timed delivery will be required. PARADISE TANGO is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client/renter or client's/renter's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier. Note: It is not the responsibility of PARADISE TANGO to ensure that pick-ups are scheduled and executed.

CLEANING, TRASH AND EQUIPMENT REMOVAL

PARADISE TANGO will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. PARADISE TANGO encourages those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. PARADISE TANGO proudly commits to as close to zero waste as possible. All trash generated by your event must be collected, properly bagged and removed by the renter. The floors must be swept after your event to remove hair and other debris. Brooms and dust pans are available in our storage room for this purpose.

All rental equipment must be removed immediately following your event.

CITY, COUNTY, STATE and FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and no-smoking facility at all times, NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. PARADISE TANGO reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of PARADISE TANGO or the safety of the owners, guests, or building contents.

ENTRY AND EXIT

Renter agrees that PARADISE TANGO owners or their representatives may enter and exit premises during the course of the event. A representative of PARADISE TANGO will not be on site during your event. It is your responsibility to insure everything is running smoothly. You will have access to extra supplies such as toilet paper, paper towels and cups. PARADISE TANGO will be available via email (info@paradisetango.com) or phone (831-239-6529) for questions or to respond to needs or issues that may arise at any time.

LOST AND FOUND

PARADISE TANGO takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a "Lost and Found" and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should PARADISE TANGO be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. PARADISE TANGO is our name, please use it that form and that form only.

We are happy to provide professionally created images of our space for promotional materials.

We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. Promotional materials and signage for PARADISE TANGO will be present at all events, and any questions about the space, its contents or about our upcoming events can be directed to PARADISE TANGO via email or phone (as above).

Contact/Renter Initials: _____ Date: _____



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CREDIT CARD PAYMENT AUTHORIZATION FORM

PARADISE TANGO allows payment via credit card. If you choose this method make sure to fill out the card information below so that your card can be charged in a timely matter. If you are a repeat monthly user notify PARADISE TANGO immediately if your credit card information changes.

Please complete and sign this form to authorize PARADISE TANGO to make a debit(s) to your credit card listed below. Once complete, please email to info@paradisetango.com. If you want to pay with cash or check please make note of it below.

By signing this form you give PARADISE TANGO permission to debit your account as indicated below. This permission does not provide authorization of any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize PARADISE TANGO to immediately charge my credit account for either the **non-refundable** deposit (for events longer than 4 hours) or the full amount of my rental for my event that is less than 4 hours in duration. Note: Date-hold deposits are non-refundable. This payment is for my event on _____.

Please note that the space rental fee balance, if for an event longer than 4 hours or if the full balance was not already supplied, will also be charged to this card 14 days prior to your event. Any additional costs that arise after the date, such as fees due to damage or insufficient clean-up, will be charged within two (2) days of your event.

If you would like to use an alternative payment method (check or cash) for the space rental fees balance, please indicate which type of payment you would like to use below:

Check:

Cash:

Billing Address: _____ Billing Phone: _____

City, State, Zip: _____ Email: _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name: _____ Zip Code: _____

Account Number: _____

Expiration Date: _____ (DD/YY) CVV2 Number: _____

(CVV2 is 3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

SIGNATURE _____ DATE _____

I authorize PARADISE TANGO to charge the credit card indicated in this authorization form, or cash the check or cash I have provided, according to the terms outline above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card or bank account (for a check) and that I will not dispute the payment with my credit card company or bank; so long as the transaction corresponds to the terms indicated in this form.