

THE ALLEY ON CENTER

Logan, Utah • thealleyoncenter@gmail.com

EVENT SPACE RENTAL AGREEMENT

This agreement applies to the reservation confirmed in your Square invoice, the details of which (including renter name, event date, time, space, and payment amounts) are incorporated herein by reference.

RATES & PAYMENT

Standard rental rate is \$75/hour for both the Upstairs Loft and Downstairs Main Floor. All events require a minimum 2-hour rental. Discounted rates may be offered at the sole discretion of The Alley On Center for recurring renters.

Payment is processed securely through Square. Full payment must be received at the time of booking. Your reservation is not confirmed until payment is complete. Should full payment not be received, The Alley On Center reserves the right to release your date to another party without notice.

REFUNDABLE CLEANING DEPOSIT

A refundable cleaning deposit of \$150 (or as noted above) is charged at the time of booking. The deposit will be refunded within 3 business days following your event, provided the space is left in the condition described under the Cleaning section below. Failure to meet cleaning standards will result in partial or full forfeiture of the deposit, plus an additional cleaning fee of \$50/hr if required.

CANCELLATION & RESCHEDULING

If you need to cancel your reservation, please contact us as soon as possible. Cancellations made more than 72 hours before your event will receive a full refund, including the cleaning deposit. Cancellations made within 72 hours of the event forfeit the rental fee; the cleaning deposit will be refunded provided no cleaning or damages are assessed. To reschedule, contact us directly — we will do our best to accommodate a new date subject to availability.

CLEANING REQUIREMENTS

You are responsible for completing all cleanup before vacating the space. The following must be completed within your rental period:

- Remove ALL garbage and dispose of it in the dumpster behind the building, located in the middle of the parking lot inside the cinderblock enclosure
- Wipe down, stack, and place all tables and chairs in the designated corner
- Clean the kitchen — wipe all surfaces and remove any food from the refrigerator or freezer
- Sweep and mop floors if necessary
- Remove all decorations
- Maintain the exterior of the venue — clean up any messes outside the building

Failure to complete cleanup will result in forfeiture of the cleaning deposit plus a cleaning fee of \$50/hr for any additional time required by our staff.

DECORATIONS

All decorations must be installed and fully removed within your reserved rental time. This includes any deliveries or pickup by outside vendors — please factor this into your booking duration.

The following are strictly prohibited:

- Tacking, taping, nailing, or otherwise affixing items to walls, ceilings, or fixtures
- Open flames of any kind — only battery-operated candles are permitted
- Rice, confetti, birdseed, glitter, or similar materials

ALCOHOL POLICY

Alcohol is permitted at your event, subject to the following conditions:

- Alcohol must be provided free of charge to guests — no sale or exchange of money for alcohol, tickets, or services related to alcohol is permitted
- No underage consumption is allowed — the Renter is responsible for verifying guest ages
- The Renter assumes full responsibility for the responsible service and consumption of alcohol at their event

SMOKING

In compliance with the Utah Clean Air Act, The Alley On Center is a strictly non-smoking facility. This applies to all indoor and immediately adjacent outdoor areas during your event.

CATERING

The Alley On Center does not provide catering services. You are welcome to hire any outside caterer. Please ensure all food is prepared prior to arrival — our facility is not equipped for on-site cooking. Include your caterer's setup and breakdown time within your rental window.

OCCUPANCY & NOISE

Upstairs Loft: Maximum occupancy is 30 persons at any given time due to available fire exits. Exceeding this limit is a safety violation and may result in immediate termination of your event.

Logan City noise ordinance is in effect at 10:00 PM. Please keep noise levels — especially outside the building — to a minimum after that time.

GUESTS & CONDUCT

The Renter is responsible for the behavior of all guests attending the event. The Alley On Center reserves the right to refuse service or immediately terminate any event that creates a disturbance, poses a safety risk, or violates this agreement. If your event is shut down by law enforcement or the fire department, the Renter forfeits both the cleaning deposit and rental fee in full.

ANIMALS

No pets or other animals are permitted in the facility during rental events.

DAMAGES

The Renter is liable for any damages to the building, property, fixtures, or equipment incurred during the rental period. Damages will be assessed following the event and billed to the Renter accordingly. The Alley On Center reserves the right to charge the Renter for all repair and replacement costs.

PARKING

Free public parking is available in front of The Alley On Center on Center Street and behind the building. Please watch the posted time limits on the parking spaces — you and your guests are responsible for your own parking tickets.

INDEMNIFICATION & LIABILITY

The Renter shall hold harmless, defend, and indemnify The Alley On Center and its owners from and against all claims, losses, causes of action, theft, bodily injury, death, or property damage that occur in connection with this agreement and the Renter's use of The Alley On Center premises. The Alley On Center is not responsible for lost, stolen, or damaged personal property belonging to the Renter or guests.

By completing payment for this reservation, the Renter confirms they are 18 years of age or older, have read and understood this agreement in full, and agree to be legally bound by its terms. No additional signature is required.

Questions? Contact us at thealleyoncenter@gmail.com

Thank you for choosing The Alley On Center — we look forward to hosting your event.