

OUTPOST

Coffee Lounge + Juice Bar + Gallery

General: OUTPOST, located at 1014 Fulton Street, Brooklyn, NY 11238, allows the rental of its lounge and backyard to individuals and organizations, who complete the enclosed application, and adhere to all rules set forth in this policy. OUTPOST reserves the right to decline any application for rental with or without cause. Any violation of the rules set forth in this agreement will give Outpost staff the right to immediately terminate the event.

Fees: Rental Fees are as follows: *Monday-Thursday \$150/hour (3 hour minimum)
*Friday-Sunday \$200/hour (3 hour minimum)
*\$20/hour fee per supervising staff member
*There is a 30% surcharge for all events that will charge guests (for admission, drinks, food, etc.)

Damages: The applicant seeking rental facilities at OUTPOST agrees to assume full financial liability and responsibility for any damage or loss of objects/property at to the premises (This includes damages to any artwork on the premises), and for any accident, injury or loss/damage of objects/property incurred by the applicant and/or applicant's guests during or as a result of the rental of the facility, including legal fees should they become necessary.

Insurance: By the signing of a rental agreement, the applicant does hereby indemnify and hold harmless Outpost Clinton Hill, LLC (OUTPOST), and its employees from suit, action, damages, liability and expense in connection with personal injury, death, property damage, loss or theft resulting from the use of the premises. The applicant also shall accept full responsibility and liability for any personal injury or property loss and/or damage to anyone including 3rd parties arising from or in connection with the applicant's rental event. OUTPOST requires that Outpost Clinton Hill, LLC be named as an additional co-insured party under the applicant's comprehensive general liability insurance policy with a limit of no less than One Million Dollars (\$1,000,000.00).

Supervision: OUTPOST requires that a minimum of one staff person be present at all rental functions. If your event is over 50 people an additional staff person will be required. Each staff person will be billed to the applicant at a rate of \$20.00 an hour.

Alcoholic Beverages: The applicant is hereby notified that the applicant or the caterer must comply with all the applicable laws and liquor regulations. The applicant is also required to indemnify, protect and hold harmless Outpost Clinton Hill, LLC (OUTPOST), its staff and employees from and against any and all deaths, injury, losses, costs, damages, claims, demands, and expenses resulting from the serving of alcoholic beverages at the event.

Smoking: Smoking is not permitted anywhere inside OUTPOST, including the bathrooms. Smoking is allowed in the back garden.

Noise and Music: Music must be kept to a reasonable level. Excessive noise and music, which violates the New York City noise code, will also be a violation of this agreement. All music must be played through OUTPOST's sound system, unless otherwise pre-approved. No additional speakers or subwoofers are allowed.

Clean Up: Clean up and removal of trash is the responsibility of the applicant. All trash, floral arrangements, and decorations must be removed from premises. All equipment must be removed from OUTPOST immediately following the event within the scheduled rental hours, unless other arrangements have been made in advance.

Misc Items: No one except OUTPOST staff is allowed in the basement. All candles must be in glass containers. All decorations and signs must be free standing. Signs on walls are not permitted. Banners may be hung with prior approval and by staff personnel only. No animals are allowed on the premises except those required by the disabled. The applicant is responsible for all expenses in connection with the event. This includes but is not limited to catering arrangements, setting up and breaking down of equipment and cleaning the area immediately after use. This is considered part of your rental hours and must take place during those hours. All arrangements for the event including set up, scheduling deliveries, and removal of rental items must be cleared with staff before each occurrence.

Please be advised that you the applicant are responsibility for the actions of your guests, vendors, and/or organization. You will be held responsible for any damage or excessive clean up caused by your guests . Any and all fees levied due to damage or excessive clean up will be determined solely by the staff.

Applicant must pay a deposit of 50% to reserve the date of the event and must sign the rental contract at that time. The deposit becomes non-refundable six weeks prior to the date of the event. The balance must be paid in full prior to the event.

All fee schedules, and/or policies are all subject to change without prior notification.

OUTPOST RENTAL AGREEMENT

Applicant: _____ SS# _____

Business: _____

Address : _____

City: _____ State: _____ Zip: _____

Phone: _____

Rental Date: _____ Rental Hours: _____
(hours include event, set-up & clean-up)

Number of attendees: _____

Weekday Rate (\$150/hour) _____

Weekend Rate (\$200/hour) _____

Staff: _____ @ \$20.00 ea. per hr _____

TOTAL Rental Fee _____

50% deposit required at time of signing agreement.
(deposit becomes non-refundable 6 weeks prior to date of event)

Balance of _____ due prior to event.

By signing below, the applicant agrees that they have read, understands and agrees to all terms and conditions outlined in the rental agreement. Any violation of the rental agreement may lead to immediate termination of the event.

Applicant's Signature Date

Outpost Staff Date