

CORNERSTONE

COWORKING

Event and Meeting Policy

Agreement

This Agreement is made and entered into as of the date approved by and between Cornerstone Coworking and Group. Group agrees that the terms of this agreement are based upon the information provided by the group above. In the event that the information provided by group changes or is incorrect, then this Agreement should be modified and approved by both parties. Upon the execution/signature of this Agreement, Group guarantees payment for the Event Space for the specified date and time indicated above, and Cornerstone Coworking reserves the appropriate space.

Finalized details (floor plan, setup, technology needs) must be communicated no later than 48 hours prior to the event. Any events in the lobby will require a 6 hour rental minimum. In addition, any technology that is being utilized for event (music, slideshow, etc.) must be tested 48 hours prior to event.

Catering

Cornerstone Coworking is willing to provide a list of preferred vendors that can be shared upon request.

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On-site Facility Coordinator

Your event cost includes having a Facility Coordinator on-site for the duration of your event. We will be onsite to unlock the door. We will check trash and walk-through the facility every 30 minutes. Should anything arise regarding the facility we will be readily available in the back office.

Damages

Group is responsible for any damages incurred during the event, not considered operational wear and tear, and charges will be added according to current market costs to replace or repair any damaged property, including but not limited to spills, broken furniture, damage to walls, artwork, bathrooms and any additional Cornerstone rented items. A valid credit card must be on file and will be charged automatically for any damages made to the event facility. Space must be left as it was found before your event. Cornerstone reserves the right to document before and after with images for comparison.

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Media Release

By signing this agreement, Group agrees to allow cornerstone to take pictures of their event for promotional purposes.

Event Charges

If group modifies the room choice or food and beverage functions, Cornerstone Coworking reserves the right to increase meeting room and/or catering charges accordingly. Any Group that is hosting an event at Cornerstone will need to provide credit card information to serve as a security deposit. A 50% deposit and signed agreement is required to reserve the Event Space and date(s).

The remaining balance is due 5 days before the event takes place. Cornerstone requires a credit card to be on file. This card will be automatically charged the remaining amount due 5 days before the event and will also be charged automatically for any additional charges incurred and/or incidentals/damages as a result of customer's event.

Venue and Catering Cancellation/Changes

In the unfortunate circumstances you must cancel your event, 100% of the event fees paid is nonrefundable.

If your meeting/event was originally scheduled to take place during business hours (M-F 8a-5p) you can reschedule your meeting/event for another time during business hours. This rescheduled date must take place within 60 days of the original meeting/event date. Cornerstone requires that we receive this change no fewer than 48 hours prior to the original meeting/event date.

If you are utilizing Cornerstone services for catering, the policy is as stated by the catering company as well as Cornerstone's catering policies.

Changes, Additions, Stipulations or Lining Out

Any changes, additions, stipulations or deletions, including corrective lining out by either Cornerstone Coworking or Group, will not be considered agreed to or binding to the other unless such modifications have been initiated or otherwise approved in writing by the other.

Time Restrictions

Setup and breakdown must be included in your reserved event time. Setup and breakdown time must be outlined in contract.

On day of event, additional event time can be added for \$150 per half hour. Additional event or cleanup time added must be communicated at beginning of event time. If event does not end by

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previously agreed to time the credit card on file will be automatically charged \$150 per half hour. Any events in the lobby will require a 6 hour rental minimum.

All events must end by 11:00pm unless previously agreed to by Cornerstone employee. Due to city ordinance noise must be kept to a minimum starting at 10:00pm at the discretion of the Cornerstone employee on site.

Alcohol Policy

According to city ordinance, no alcohol may be served at Cornerstone. We have a zero tolerance policy and will shut down event if any alcohol is seen by the facility coordinator.

Decorating Policy

At Cornerstone we want the space to represent your event, so you are welcome to rearrange tables and chairs to support your event needs, you may also decorate Cornerstone's front entrance and hall with freestanding objects. You cannot: Enter the East or West Wing, affix anything to the windows or walls, use nails and adhesives on any walls or windows, remove furniture from rooms, move or touch wall decor and art, bring in open flames or candles, or enter meeting rooms (unless you have reserved them). All decor will need to be approved by Cornerstone team prior to event set-up. Please consult with Cornerstone team on all decorating concerns.

Acceptance of Contract

If a signed original of this Agreement has not been received by Cornerstone Coworking prior to 14 days before the start of the event, Cornerstone Coworking shall have the right to contract with other parties for use of the Event Space. In the unfortunate circumstances you must cancel your event, 100% of the event fees paid is nonrefundable. In Witness Whereof, Cornerstone Coworking and Group have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on the Agreement.

By Approving of this Event Proposal, you acknowledge that you have read and agree to all of the terms and conditions listed in the Event Summary and Event Policies.