

Petals & Plates Space Rental

BOOKING DETAILS

Hourly Rates and Packages

Our hours are 9am to 5pm weekdays and 6pm to 10:00pm weeknights, inclusive of your setup and cleanup time. Weekend bookings are for up to 6 hours inclusive of your setup and cleanup time.

2 hour minimum booking \$300

We can book the space for you during available times on weekdays and evenings as well as weekends.

Additional hours \$100/hour

6 hour booking \$600

BOOKING PROCESS

Please download information at our website to see the terms and conditions of rental. Ask about availability by telephone inquiry to Petals & Plates at 860-621-8669 or website inquiry form.

We ask that you review, initial and submit these pages and keep a copy for yourself when booking. Your booking is not complete until we have received this document and a non-refundable deposit payment of \$150 to hold the date for you.

Payment of full balance is due 10 days prior to your booked date.

Payment can be made by check, cash, or credit card. If paying by cash or check you must also keep a credit card on file for incidental charges or damages.

We also charge a cleaning fee of \$50 upfront to cover basic cleaning after your event.

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CONDITIONS:

Cancellation

Your rental total minus the \$150 deposit will be refunded by check if cancellation is made 7 full days in advance of your rental reservation. With less than 7 full days notice, no refund will be given. Please note that rescheduling may be possible on a case by case basis, considering our other bookings and so long as the reschedule date is within 45 days of original booking.

Other Conditions

The rental area must be returned to the condition you found it in or a \$100 fee will be charged to the credit card on file. Renters are responsible for removing garbage and recycling; you may use the appropriate **indoor or outdoor bins** if you are not taking these items with you.

You cannot use screws or nails to attach anything to walls or surfaces, but painter's tape, Scotch tape, or appropriate command hooks are allowed. Just check with us as you plan for displaying items to see what we recommend!

Moving of furniture must be agreed upon beforehand with Petals & Plates. For example, if you wanted to bring in other tables or chairs at your own expense, you should prearrange that with us so that we can properly store the tables and chairs that are here.

Renters agree to pay for any damages caused to Petals & Plates property outside of reasonable wear and tear.

Our white tables are 35.5" in diameter and you can use them as is (they are plastic) or top them with your own linens. Our folding chairs are made of a white resin material with a padded vinyl seat.

There is **no smoking** allowed in the building or outside on the Petals & Plates property at any time. Vaping is only allowed outside of the building.

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The serving of alcohol must be approved by Petals & Plates before your event. If you are serving alcoholic beverages, we encourage you to use a caterer with the appropriate license. When alcohol is being served we **require** you to provide a Certificate of Insurance extending coverage to Petals & Plates, which you can request through your personal property insurance provider.

You are invited to bring in outside food or catering for your events and set up your meal or refreshments in our **prep area**, formerly the kitchen in our Cape house property. There is no oven on site and you may use hotplates or sterno if agreed upon before your event. We have a list of catering companies that we love and have worked with previously and can share that information with you. Supplies of coffee, tea, and snacks that are on hand can only be used if you make arrangements ahead of time for this additional service.

All decorations, gifts, food and other event items must be removed at the end of your rental unless alternative arrangements are made with Petals & Plates. Petals & Plates is not responsible for any items left unattended and we cannot be held responsible for items left.

Any time that you are onsite outside of the agreed upon rental timeframe will be **charged to the credit card on file**.

A Petals & Plates team member will be onsite during your event to assist with questions or issues.

We appreciate you renting from us!

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