



3 Short Street
West Middlesex, PA 16159
(724)674-3484
www.retrowe.com

RETROWE VINTAGE SHOPS

HOURS: Tuesdays 10am-8pm Thursdays 8am-5pm

6 Unique Indoor Shopping Spaces

Over the years, I have carefully curated a collection of the best of Mid-Century Modern jewelry, clothing, housewares, furniture, artwork, Christmas and other baubles of interest.

ALL of these items are for sale in the 6 shopping spaces at Retrowe. Items will be added daily.

The hours of the retail space will vary, depending on the event space reservations, because the spaces intertwine. Come, Shop, and find yourself.

RETROWE EVENT SPACE

Our event space is ideal for any quaint occasion for 100 guests or less. The intimate setting of Retrowe allows you to have seated dining in our open hall that resembles a street scene from the 1950s. The custom shades can be open or drawn while you relax under vintage street lighting.

SPACE INCLUDES:

Prep Kitchen

Bring your own food, or use our caterer list, to have delicious bites for you and your guests. The kitchen is equipped with a commercial warmer/proofer, refrigerator, dishwasher and plenty of counter space and prep area.

Walk Up Bar

Bring your own alcohol and beverages and we will have our bartenders serve up cocktails

Conference Space

If you want to hold a meeting or even a small surprise party, the conference room is ideal. The room has high vaulted ceilings and seating for 20.

Lounge Area

Nothing says fancy like a fifteen-foot round leather couch in the middle of a room. This is the perfect place to take that group photo

Cocktail Loft

The handcrafted wooden industrial staircase leads upstairs to a swanky cocktail area. Mood lighting, leather couch and great view attract guests for a quick getaway from the crowd.



EVENT SPACE OPTIONS

(All rental fees listed below are subject to change due to time of year, number of attendees, and hours of events, or at the discretion of Retrowe)

VINTAGE - Weekday Event Rental (Mon and Wed ONLY 8:00am – 2:00pm)

_____ \$50/Hour (MAXIMUM OF 3 HOURS)

_____ \$300-Full Day (8:00am-2:00pm, unless booking multiple days.)

_____ +\$100 cleanup for full day events (required)

_____ \$3.00 per person dinnerware rental (_____ attending x \$3.00 = _____)

THROWBACK - Weeknights Event Rental (Mon, Wed and Sun after 5:00pm)

_____ \$700 Space Rental, Tables, Chairs, tablecloths, Sound System with mic, WhiteBoard and TVs with Roku

_____ +\$100 Bartender Gratuity

_____ +\$100 for cleanup fee (required)

_____ \$3.00 per person dinnerware rental (_____ attending x \$3.00 = _____)

TIMELESS - Friday and Saturday Night Event Rental (after 5:00pm)

_____ \$800 Space Rental, Tables, Chairs, tablecloths, Sound System with mic, WhiteBoard and TVs with Roku

_____ +\$200 Bartender Gratuity

_____ +\$200 cleanup fee (required)

_____ \$3.00 per person dinnerware rental (_____ attending x \$3.00 = _____)

OLD SCHOOL - Saturday and Sunday Daytime Event Rental (8:00am – 2:00pm)

_____ \$75/hour Space Rental, Tables, Chairs, & Sound System

_____ +\$100 Bartender Gratuity

_____ +\$100 clean up fee for full day events (required)

_____ \$3.00 per person dinnerware rental (_____ attending x \$3.00 = _____)



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

This agreement was made on _____, 20____, by and between Retrowe and _____, referred to as "Client". The client agrees to hire and Retrowe agrees to make available the use of the event space located at 3 Short Street West Middlesex, PA 16159 with the following terms and conditions.

- Client Name _____
- Client Address _____
- Client Phone _____ Client Email _____

Event Space Option _____ (check one)



_____ VINTAGE - Weekday Event Rental (Mon and Wed ONLY 8:00am – 2:00pm)



_____ THROWBACK - Weeknights Event Rental (Mon, Wed and Sun after 5:00pm)



_____ TIMELESS - Friday and Saturday Night Event Rental (after 5:00pm)



_____ OLD SCHOOL - Saturday and Sunday Daytime Event Rental (8:00am – 2:00pm)

- Date of Event: _____ Type of Event: _____
- Set-up Time _____ Event Start Time _____ Event End Time _____
- Clean Up Ending Time _____ TOTAL HOURS _____
- Number Expected _____ Final Count Due By _____



- TOTAL EVENT FEE: _____ +6% sales tax _____ 50% DEPOSIT DUE: _____ BALANCE DUE _____
- Client Signature: _____ Date: _____

Please read the material below to make sure all parties understand the requirements of providing for everyone safety and keeping Retrowe maintained and a safe location for future use.

5,500 square feet space to hold up to 100 guests (includes lounge, loft, patio and conference room).

Chairs, 2 round tables and 14 rectangle tables are provided. White tablecloths are provided. You may bring linen colors and decorations of your choice.

Kitchen (all food must come prepared) equipped with refrigerator, food warmer and prep area.

Due to the valuable nature of artifacts and architectural features of the building, accessibility, decorations, events, and hours of operations will be handled on a case-by-case basis. All rental fees listed below are subject to change due to time of year, number of attendees, and hours of events. .

- A signed contract and date-hold deposit of ½ the total fee is due on day of booking. .
- The balance of your space rental fee is due forty-five (45) days prior to your event. . If booking less than 45 days ahead, the ENTIRE BALANCE IS DUE AT TIME OF BOOKING.
- All cancellations must be in writing. If cancellation occurs more than 120 days prior to event date, the deposit can be transferred to future booking within the same year or it is retained by Retrowe, LLC.
- A copy of your Special Event Liability Insurance (see Insurance Section on Page 3) is due no later than ten (10) days prior to your event. Otherwise, the credit card on file will be held for damages should it occur.

Cancellation: Deposit is non-refundable. No refunds of the space rental fees thereafter will be refunded if canceled 45 days prior to an event, as your agreement to rent Retrowe may cause the loss of additional bookings or business. If circumstances beyond the control of Retrowe force us to cancel your reservation, Retrowe will refund all sums paid. If the full rental payment is not received 45 days prior to your event, Retrowe reserves the right to cancel your reservation without a deposit refund. Payments should be made to Retrowe LLC. Cash, in state Checks and all major credit cards are accepted. A CREDIT CARD AUTHORIZATION FORM is located on the last page (#4) of this contract.

Client Initials: _____ Date: _____

Please read the material below to make sure all parties understand the requirements of providing for everyone safety and keeping Retrowe maintained and a safe location for future use.

Deposit/Rental Fees:

A signed contract and date-hold deposit of ½ of the total event price must be received to reserve your date(s) and time(s). This is nonrefundable unless Retrowe is forced to cancel, and the full deposit will be refunded. The Balance of your space rental fee is due



forty-five (45) days prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

Insurance:

Special Event Liability Insurance is required of ALL clients and is due no later than ten (10) days prior to your event. The insurance must, at client's sole expense, provide and maintain public liability and personal property damage insurance, insuring Retrowe, LLC and Retrowe employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of clients 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 no less than \$1 Million, and general aggregate liability of not less than \$2 Million. Retrowe, LLC shall be named as an additional insurer of said policy. Any caterers and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate and Catering License to Retrowe at least one month prior to the event.

Smoke-Free Facility:

No smoking is allowed inside the Retrowe facility. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke as our facility is not ventilated. Retrowe also has highly flammable original artwork and furniture that can be damaged by smoke and the resulting damage would be very costly to replace or repair. No smoking in any restroom.

Smoking is allowed in a designated area on the patio walkway and away from the building. All cigarette butts must be placed in the appropriate receptacle.

If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by the event staff.

Attorney fees:

In the event Retrowe retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Client agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

Lost and Found:

Retrowe takes no responsibility for personal effects and possession left on the premises during or after any event. We do, however, maintain a lost and found and will hold recovered items for 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 Retrowe, LLC be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications 30 days prior to the event. We are happy to provide professionally created images and logos of Retrowe for promotional needs. We also reserve the right to take pictures of your event and use them for our marketing and promotional purposes.

Client Initials: _____ Date: _____



Catering, Cleaning, Trash and Equipment Removal:

Retrowe will be in a clean condition prior to your event. Upon additional planning with Retrowe, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space to the same clean condition in which it was found, unless payment for clean-up was made. Otherwise, all trash must be collected, properly bagged and removed by the renter or the caterer and the furniture must be rearranged. All rental equipment must be removed that night unless approved otherwise by Retrowe.

Retrowe will provide a list of caterers available in the area for your event, however, you may choose whomever you desire for your food.

Alcohol is not provided by Retrowe, however, you may bring your alcohol to the venue. Please have all alcohol selections brought to the venue prior to the event for set up. We do require the use of our RAMP certified bartenders and a minimum of 2 bartenders are required.

Site Decoration:

Retrowe wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renters to prepare decorations reflecting their creative requirements. We ask that only the staff of Retrowe assist with rearranging and moving any furnishings, including artwork, lighting, antiques or seating. No nails, screws, staples or penetrating items should be used on our walls, cement or fine wood. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged.

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 non-smoking facility at all times, NO EXCEPTIONS. The client shall not sell alcohol on the premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Retrowe 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 Retrowe or the safety of its staff, guests, or building contents.

Liability:

Renter agrees to indemnify, defend, and hold Retrowe, LLC, its landlord, building owners, officers, employees, 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 client, its employees, and agents of alcoholic beverages at Retrowe, LLC.

Conduct:

There is absolutely no drug use on premises. No smoking, loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will cause immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Retrowe, LLC staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

Client Initials: _____ Date: _____



Retrowe requires a credit card to be on file during the entirety of your event

Please complete and sign this form to authorize Retrowe, LLC to make a debit(s) to your credit card listed below. Once complete, please email to Retrowe@currently.com

By signing this form, you give Retrowe, LLC permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW: I _____ authorize Retrowe, LLC to immediately charge my credit account a date-hold deposit in the amount of \$_____ (half) of my total rental fee. Note: date-hold deposits are non-refundable. This payment is for my event on (date) _____. Please note that the space rental fees balance will also be charged to this card forty five (45) days prior to your event. If you would like to use an alternative payment method (check, additional credit card, cash) for the remaining space rental fees and balance please specify exact intent and instructions _____

Please note that if you choose to use an alternative form of payment, the payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address: _____

Billing Phone: _____

Email: _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name: _____

Account Number: _____

Expiration Date: ____ (MM/YYYY)

CVV2 Number: ____ (3-digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

I authorize Retrowe, LLC to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

50% DEPOSIT: _____ Date Received: _____

Signature: _____ Date: _____

BALANCE: _____ Date Received: _____

Signature: _____ Date: _____