



## The Clove Art Complex: Private Event Guidelines

The Clove Art Complex is delighted to host your private event. These guidelines ensure a seamless planning process and a successful event.

### I. Capacity and Space Rental

Item	Details
Maximum Occupancy	175 guests
Standard Seating Included	Existing daily furniture accommodates <b>65–70 guests seated.</b>
Venue Rental Requirement	For private events exceeding <b>45 guests</b> , rental of the entire space is required, unless the event is open to the public and approved by management.
Public Events	Events open to the public are <b>free of charge</b> , pending management approval.
Additional Seating	Arrangement of additional seating and tables beyond the standard daily capacity is available at an <b>additional cost.</b>

### II. Rental Fees and Deposits

We offer two primary rental structures: Hourly Rental (no catering) and Rental with Catering.

#### A. Hourly Venue Rental (No Catering)

- **Hourly Rate: \$125/hr – \$550/hr** (Rate depends on the day/time of the week and amount of space renting).
- **Security Deposit:** A refundable **\$1,000 security deposit** is required.

## B. Private Rental with Catering

- **Event Duration:** Events up to **3 hours** (including set-up and breakdown time) are eligible for **free private venue rental**.
- **Minimum Food & Beverage (F&B) Spend:** To qualify for the free rental, a minimum F&B spend is required: **\$1,000 – \$1,500** per 3-hour period, depending on the time and date of the event.
- **Security Deposit:** A refundable **\$500 security deposit** is required.
- **Catering Base Rates:** Our base catering rates apply to weekday events. Discounts on catering may be offered for parties of **85 or more guests**.

## III. Kitchen Use

- **Outside Chefs:** Our kitchen facilities are available for use by outside chefs.
- **Outside Chef Fee:** A **\$350 fee** applies for outside chef kitchen use.
- **Kitchen Manager Requirement:** Our Kitchen Manager must accompany any outside chef throughout the duration of the event.
- This does not apply to caterers bringing in already prepared food that won't be stored or prepped in our kitchen.

## IV. Client Responsibilities (Setup, Breakdown, and Cleanup)

The client is responsible for all aspects of the event's logistics outside of our standard services.

- **Setup and Breakdown:** The client is fully responsible for the set-up and breakdown of any additional decorations, furniture, or equipment brought into the complex. Extra time for these activities **must be reserved** in the rental agreement.
- **Existing Furniture:** We can rearrange our existing daily furniture to your preference upon request.
- **Cleanup:** The client is responsible for the removal and cleanup of all **non-food related trash and decorative items**. If the client brings in outside catering, they are responsible for all food and food-related items as well.
- **Security Deposit Note:** The security deposit will be used to cover the costs of additional professional cleanup if the client-responsible cleanup tasks are not handled properly.

## V. Payment and Cancellation Terms

### Booking and Deposits

To secure your date, the following information and deposits are required:

1. **Initial Booking:** We require the **event date, time, and estimated guest count** to process your reservation.
2. **Initial Deposit:** A **25% non-refundable deposit** is due upon booking confirmation to finalize your reservation.
3. **Second Deposit:** **Four weeks prior** to the event date, a deposit covering **50% of the remaining balance** is due. This deposit is refundable only if the event is canceled with a

minimum of **two weeks' advance notice**.

4. **Final Payment:** The **remaining balance is due one week prior** (7 days) to the event date. This final payment is **non-refundable**.

### **Security Deposit and Credit Card Hold**

- A **credit card must be presented at the time of the event** for the security deposit hold.
- The required security deposit amount (refer to Section II for the applicable rate) will be **held on the credit card** until the end of the event.
- The held amount, minus any charges for damages, excessive non-food related trash, or unaddressed cleaning fees, will be **refunded after the event completion**.

# The Clove Art Complex: Private Event Application Form

Please complete this form to request a private event booking at The Clove Art Complex.

## I. Contact Information

Field	Response
Client Name/Organization:	
Primary Contact:	
Phone Number:	
Email Address:	

## II. Event Details

Field	Response
Event Name/Title:	
Date Requested:	
Start Time:	
End Time:	

Type of Event (e.g., Birthday, Corporate, Fundraiser):	
Estimated Guest Count:	
Is the event open to the public?	<input type="checkbox"/> Yes / <input type="checkbox"/> No

### III. Service Requirements

Service Requested	Details
Initial Rental Type	<input type="checkbox"/> Hourly Rental (No Catering) / <input type="checkbox"/> Rental with Catering
Additional Seating/Tables	<input type="checkbox"/> Yes / <input type="checkbox"/> No. If yes, describe needs:
Outside Chef/Kitchen Use	<input type="checkbox"/> Yes / <input type="checkbox"/> No.

Catering Preference (If applicable):

### IV. Setup & Acknowledgement

I acknowledge that I have read and agree to the **The Clove Art Complex Private Event Guidelines**, including the policies on security deposits, setup/breakdown responsibilities, and cleanup obligations.

Setup/Breakdown Time Estimate (Required):

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_