

The Warehouse

Event Space

413 Floyd Blvd
Sioux City, IA 51101
712.870.9709

General Information

Thank you for considering The Warehouse for your event rental needs. Our facility is available for rent on weekdays and weekends, with all events required to be finished by 11 pm.

- Max capacity for this space is 100 people _____ (initial)
- Tables and chairs are provided for your event, however you are welcome to bring in your own.
- The venue also includes a large bar top counter space, sink, fridge, and small freezer

Rates, Reservation, and Payment

Our rates are broken down into the following ways.

- Monday through Thursday 4 hours (minimum) for \$225
- Friday 5 hours (minimum) \$400
- Saturday / Sunday is broken down into two time frames
 - 9am to 3pm – 4 hours (minimum) for \$225
 - 4pm to 11pm – 5 hours (minimum) for \$600
- All day rental \$1100 – 9am to 11pm
- Additional hours may be purchased at a rate of \$50/hr.
- **Set up and tear down is not included. Additional time may be purchased for decorating and tear down if needed.**
- **All parties will be charged a \$100 cleaning fee.**
- 50% deposit is required to book your party. This is a nonrefundable deposit and will go towards the final total of your party
- A signed rental agreement is also required at the time of your booking
- Payment is due in full five (5) days before event.
- Payment can be made by Cash, Check, Venmo, Cash app, Paypal.

_____ (initial)

Food and Beverage

Renters are allowed to bring in their own food and beverage.

- Caterers are responsible for removing all materials brought onto the premises
- Wine, Champagne, Beer, and Seltzers are allowed on our premises
- Hard liquor such as Vodka and Whiskey, for example, are **STRICTLY PROHIBITED**
- The renter is responsible for ensuring that all alcohol is consumed responsibly and that **ALL** guests are of legal drinking age.

_____ (initial)

Additional Information

- Children must be supervised and accompanied by an adult at all times.
- Nails, tape, staples, or other damaging adhesives are not allowed on our walls.
- Absolutely NO confetti is allowed for decorations, including in balloons. Feathers and glitter are also prohibited.
- No open flames are allowed, candles must be flameless.
- Do not stand on chairs, you may use a stepstool that is provided in the back.
- If furniture is moved, it is to be picked up and not drug across the floor.
- This is a smoke free facility.

_____ (initial)

Liability

- The renter is responsible for the conduct and safety of all guests during your event.
- The Warehouse is not responsible for any accidents or injuries that may occur during the event.
- The renter agrees to indemnify and hold The Warehouse harmless from any and all claims, damages, or liabilities arising from any actions or events which may occur due to you or your guests presence on or about the Warehouse facilities.
- The Warehouse is not responsible for any lost or stolen items during the event.
- The renter assumes full responsibility for any injuries or damages that occur during the event.
- The Warehouse does have cameras onsite and on at all times. We reserve the right to shut down a party if at any point rules stated above are not being followed. Renter will not be reimbursed if this should occur.
- Renter is responsible for any and all damages to the property. A credit card is needed on file for this instance. Renter will be notified if an issue occurs. Credit card information will be stored in a locked file cabinet

_____ (initial)

Cleanliness

- All trash and decorations must be removed from the premises. An on sight garbage is provided
- Please fold up all chairs and lean against poles at the end of your event.
- Any additional tables and chairs that were pulled out, must be returned to where you found them.

_____ (initial)

By signing below, the renter agrees to all rules, regulations, and terms stated in this contract. The renter also acknowledges that they have read and understood the terms and conditions of the venue rental.

Renter Name: _____

Renter Signature: _____

Date: _____

HOST INFORMATION:

Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Credit Card Information -- (REQUIRED)

Card No. _____ EXP _____ CVV _____ Billing Zip Code _____

EVENT INFORMATION:

Date of event: _____

Type of event: _____

In honor of: _____

Number of guests: _____

Time slot requested: _____ (this includes set up/tear down)

Total rental fee: _____

WAREHOUSE USE ONLY:

Rental Fee: _____

Cleaning Fee: \$100

Total rental fee due: _____

Deposit Receive date: _____

Deposit Amount: _____

Balance Due: _____

Notes:

Enter in Calender:

Online: _____

Book: _____