

# 218 North — Booking Rules & Liability Waiver

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## 1. Booking & Payment

- A valid credit card is required to confirm all bookings.
- The full balance is due no later than 7 days before the event date.
- For events scheduled fewer than 7 days in advance, full payment is due at the time of booking.

## 2. Cancellations & Refunds

- Cancellations made 14 or more days before the event will receive a full refund.
- Cancellations made 7–13 days prior will receive a 50% refund.
- Cancellations made within 7 days of the event are non-refundable.
- One-time rescheduling is allowed, subject to availability.

## 3. Event Hours & Overtime

- Standard rental includes event hours from \_\_\_ to \_\_\_.
- Overtime is billed at \$\_\_\_ per hour and must be approved in advance.

## 4. Set-Up & Clean-Up

- Clients may access the venue for set-up \_\_\_ hours before and clean-up \_\_\_ hours after the scheduled event time—this is included in the rental period.
- All cleanup must be completed before departure. A \$50 cleaning fee will be applied if the venue is left untidy.
- If substantial cleaning is required, a total cleaning charge of \$150 will be assessed.

## 5. Venue Use & Capacity

- Maximum occupancy is 100 guests.
- No smoking, vaping, or open flames (except candles in approved holders).
- Decorations must be freestanding—no glitter, confetti, nails, screws, tape, or adhesives on walls.
- No pets allowed indoors; service animals only.

## 6. Vendor Management

- All outside vendors (e.g., caterers, AV teams, decorators, musicians) must be approved by 218 North.
- Vendors must provide proof of liability insurance prior to the event.
- The client is responsible for any damage or delays caused by vendors.

## 7. Insurance & Liability

- 218 North is not responsible for the loss or damage of personal belongings or equipment of the client, guests, or vendors.
- The client authorizes 218 North to charge the provided credit card for any related costs as outlined in this agreement.

## 8. Damage & Security Deposit

- A refundable security deposit of \$\_\_ is due 7 days prior to the event.
- 218 North reserves the right to withhold all or part of the deposit for damages or excessive cleaning required after the event.

## 9. Emergencies & Venue Cancellations

- In rare circumstances (e.g., severe weather or safety concerns), 218 North may cancel an event. A full refund or rescheduling option will be provided.
- 218 North is not liable for additional costs beyond the rental fee (e.g., travel or lodging expenses).

## 10. Compliance

- All clients and guests must follow local laws, fire codes, and ordinances. This includes adherence to Charlotte's noise ordinance (quiet hours: 10:00 PM – 6:00 AM).
- 218 North staff reserve the right to pause or end any event that violates venue policies.

## Liability Waiver

I, the undersigned ("Client"), on behalf of myself, my organization, agents, and guests, agree to the following:

- I accept full responsibility for any claims, damages, or losses resulting from the use of the venue.
- I release 218 North (its staff, owners, and affiliates) from liability for injury, property damage, or loss, except in cases of gross negligence or intentional misconduct.
- I understand my security deposit and/or insurance will be used to cover any potential damage or loss incurred during the event.
- I agree to indemnify and hold harmless 218 North from all claims or legal costs arising from the event.

## Client Acknowledgment

By signing below, I confirm that I have read, understood, and agree to abide by the 218 North Booking Rules & Liability Waiver.

Client Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

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

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

**Credit Card Authorization**

I, the undersigned, authorize 218 North / Cobalt Community Research to charge my card for all fees related to my event, including rental fees, deposits, additional charges for damages or overtime, and cleaning fees as outlined in this agreement.

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Type:  Visa  MasterCard  AmEx  Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

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