



**RENTAL TERMS**  
**THE FOUNDRY AT LOFT REVERIE | THE MISSION SPECIALIST LLC**  
815 W. MARKET ST. #200 | LOUISVILLE, KY 40202  
502.791.5638 (LOFT)

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**1. PRICING + CAPACITY + BASIC INCLUSIONS + OPTIONAL ADDITIONS + EVENT TIMING**

**— Pricing + Capacity —**

- **Event Space 1: THE BALLROOM** | Sat: \$3500 | Fri or Sun: \$2500 | Mon - Thurs: \$1500  
Capacity: Tables: 350 | Theater-Style: 600 | Standing: 700
- **Event Space 2: THE OVERLOOK** | Sat: \$2500 | Fri or Sun: \$2000 | Mon - Thurs: \$1200 |  
Capacity: Tables: 197 | Theater-Style: 350 | Standing: 400
- **Event Space 3: THE BOARDROOM** | Fri: \$750 | Sat: \$500 (with ES1 or ES2 rental) | Sun - Thurs: \$500  
Capacity: Tables: 80 | Theater-Style: 125 | Standing: 150
- **Event Space 4: THE LOUNGE** | \$300 During Event Hours
- **Event Space 5: THE WHOLE FOUNDRY** | Sat: \$5000 | Fri or Sun: \$3500 | Mon - Thurs: \$2500

**— Event Rental Basic Terms + Inclusions —**

- Bring Your Food + Beverage | Book Your Own Caterer + Bartender (utilizing licensed contractors with insurance only)
- Guaranteed 5-Hour Event Duration + Additional at \$300 per hour + 1 Free Hour with Whole Foundry (ES5) Rental

- Crystal Clear Chiavari Chairs + Black Cushions (**ES1:** Qty. 350 | **ES2:** Qty. 200 | **ES3:** Qty. 80 | **ES5:** Qty. 550)
- Tables + Floor-Length Black Linens:
  - One 48" Round +
  - **ES1:** 35 Round (60") + 12 Rectangular (6')
  - **ES2:** 20 Round (60") + 10 Rectangular (6')
  - **ES3:** 8 Round (60") + 4 Rectangular (6')
  - **ES5:** 35 Round (60") + 12 Rectangular (6')
- Basic Cleaning Services
- Venue Manager + Limited Pre-Event Planning Services + Staff Present Before, During + After Event
- Room-Planning + Customized Set-up
- Guaranteed 3 Hours Set-up + 1 Hour Breakdown

### — Optional Additions —

Below are a list of decor items, audio/visual equipment, additional equipment and space may be added to enhance your event.

#### Decor Enhancements

- Market Lighting | bulb lights randomly strung in a desired area | \$120 per section
- Fairy Berries | LED lights that pulse slowly and randomly, strung in a desired area | \$120 per section
- LED Uplighting | lights placed around the perimeter of the room set to a myriad of colors | \$400 per room
- Light Monogram | light projection of a monogram/logo | \$150 each
- Draping | 10 linear feet of 10' tall double-sided white drape | \$150 per section
- 7' Curved Wooded Bar Front | \$150 per section (two sections available)
- 6' White Acrylic Bar Front | \$150 per section (two sections available)

#### Audio/Visual Equipment

- Sound System | \$150 per system
- Projector | \$200 each
- Projector Screen | \$150 each

#### Additional Equipment

- Additional 60" Round Table\* | \$9 each
- Additional 48" Round Table\* | \$8 each
- Additional 6' Rectangular Table\* | \$9 each
- 30" Round Cocktail Table\* | standing height - 42" tall or bistro height - 30" tall | \$10 each
- Additional 85"x85" Black Linen | \$9 each
- Additional Clear Chiavari Chair with Black Cushion | \$8 each
- White Fabric Cushions | \$2 each
- Silver Vinyl Cushions | \$2 each

#### Additional Space

- **Event Space 3: THE BOARDROOM** | Use during the event hours: Fri: \$750 | Sat: \$500 (with ES1 or ES2 rental) | Sun - Thurs: \$500
- **Event Space 4: THE LOUNGE** | \$300 for Use During Event Hours

All items are subject to Kentucky state sales tax of six percent (6%). A fifty percent (50%) deposit is required to secure any items for your event date. The remaining balance will be due thirty (30) days prior to the event date. All monies paid are nonrefundable.

\*Items may incur a delivery charge based on the quantity needed.

### — Event Timing —

The standard rental period for single event space occurring on a **Saturday** is five (5) hours of event time with a guaranteed three (3) hour set-up time and one (1) hour breakdown, for a total of nine (9) consecutive hours. Whole floor rentals are six (6) hours of event time with a guaranteed three (3) hour set-up time and one (1) hour breakdown, for a total of ten (10) consecutive hours.

The standard rental period for single event space occurring on **Friday after 5PM ET or Sunday** (any time) is five (5) hours of event time with a guaranteed three (3) hour set-up time and one (1) hour breakdown, for a total of nine (9) consecutive hours, unless noted above. Whole floor rentals are six (6) hours of event time with a guaranteed three (3) hour set-up time and one (1) hour breakdown, for a total of ten (10) consecutive hours.

The standard rental period for single event space occurring **Monday through Thursday after 5PM ET** is five (5) hours of event time with a guaranteed three (3) hour set-up time and one (1) hour breakdown, for a total of nine (9) consecutive hours, unless noted above. Whole floor rentals are six (6) hours of event time with a guaranteed three (3) hour set-up time and one hour breakdown, for a total of ten consecutive hours.

The standard rental period for events occurring **Monday through Friday before 5PM ET** are from 9AM ET to 5PM, including set-up and breakdown. Entry before 9AM ET or extended time past 5PM ET will incur a charge of \$100 per hour.

Additional hours may be added at any time before or during the event at a rate of \$300 per hour. Additional hours added during the event are subject to approval by the venue manager on duty, as well as, the caterer/bartender and any other event vendor affected. All events must end by 2AM ET the morning following the start of the event.

Additional hours for set-up may be purchased at a rate of \$150 per hour or \$500 per day. Additional set-up hours are based on availability. Additional set-up time may be purchased between the hours of 10AM ET and 5PM ET consecutive to the event date.

The Foundry at Loft Reverie reserves the right to raise rental fees on holidays, days adjacent to holidays, and days of our discretion (ex: Thunder Over Louisville, first Saturday in May and previous Thursday and Friday (Derby Week), Sunday before Memorial Day, Fourth of July, Sunday before Labor Day, New Year's Eve, etc.). Please contact the office to obtain pricing. Rental fees will not increase after the execution of a rental agreement.

Non-profit pricing is available after 5PM ET on Friday through Sunday with proof of 501(c)3 status or federal tax exemption certificate and at the discretion of The Foundry at Loft Reverie. Please contact the office to obtain pricing and availability.

Prices are subject to change without notice prior to the execution of a rental agreement.

## 2. PAYMENT PROCEDURES

The Foundry at Loft Reverie requires prepayment of event costs before any event occurs. A fifty percent (50%) non-refundable first payment is required at the time of contract signing in order to reserve the space(s) on a specific date(s). The non-refundable first payment will be applied towards the total balance due. The remaining balance is due thirty (30) calendar days prior to the event. An invoice will be sent for any costs incurred after the final balance has been paid. Additional charges may be incurred for a variety of reasons such as: additional hours added at the event, unscheduled docking fees, last-minute changes effecting personnel schedules, numerous revisions, and damage to facilities, among others. The invoiced amount will be charged to the credit card on file the following day after the invoice has been sent.

Visa, MasterCard, Discover, and American Express are the only credit cards accepted. Charges may appear as "The Foundry at Loft Reverie" or "Louisville Event Venue LLC" or "The Mission Specialist LLC" or "Loft Reverie" companies. A convenience fee of three percent (3%) will be applied to all credit card transactions, if the cardholder and card are not present at the time of transaction. Other forms of payment include cash, check, money order, or certified check. All checks should be made out to "The Foundry at Loft Reverie."

All payments made, including first payments and subsequent payments, are non-refundable.

All payments made within fourteen (14) calendar days of the event, must be paid with certified check or credit card. In the event full payment is not received by the last business day prior to the event date, the Client acknowledges and agrees that v; therefore, canceling the event without the return of any payments.

The Foundry at Loft Reverie reserves the right to assess finance charges on any amount unpaid (including damages, additional hours, etc.) when due at an interest rate of three percent (3%) per month (i.e., thirty-six percent {36%} per annum) until paid in full. In the event any check is returned for insufficient funds, a returned check fee of \$100.00 will be imposed. The client will be responsible for all costs incurred in the collection of delinquent accounts, including reasonable attorney fees.

Events booked within thirty (30) calendar days of the event date must be paid in full at the contract signing. The amount paid is non-

refundable and additional payments are subject to the guidelines contained herein.

### 3. HOLDS

Rental spaces may be put on a five (5) business day hold without first payment. If signed contract and first payment are not received within five (5) business days, the hold will be released. Note: The Foundry at Loft Reverie reserves the right to release the hold, after five (5) business days with or without notice.

### 4. CANCELLATIONS

All payments are non-refundable. Any cancellation must be received in writing through electronic mail or physical mail. The cancellation date will be the date the written notice is received in hand by The Foundry at Loft Reverie.

Should the event be canceled by the client at least six (6) months prior to the event date, fifty percent (50%) of any payments made will be applied for up to one year from the date of cancellation (not the event date), to another date, based on availability, that is booked within six (6) months of the new event date. The Client will only be able to cancel and rebook only once. The Client will be responsible for all payments per the new rental agreement.

If the event is cancelled less than six (6) months prior to the event date, but more than thirty (30) days before the event date, the client will not be responsible for any remaining balances nor will any refunds or credits of any kind will be made available to the client. The client understands that all monies paid will be forfeited; The Foundry at Loft Reverie and Louisville Event Venue LLC shall have no further obligation to the Client.

If the event is canceled by the client thirty (30) calendar days or less before the event date, the client is responsible for any and all remaining balances.

If any event is to be canceled or postponed due to extreme weather conditions, The Foundry at Loft Reverie must be notified at least twenty-four (24) hours in advance, if at all possible. The client will then be able to reschedule, without penalty, for another available date within six months of the original event date

### 5. GENERAL GUIDELINES

The Client is responsible for all arrangements for food and beverage, decorations, entertainment, equipment needs, event coordination services, and other event related services. All vendors and contact information must be provided to The Foundry at Loft Reverie at least thirty (30) days prior to the event.

Any requests for technological services (phone line, wireless internet, etc.) must be made in advance and may be provided for a charge.

If the Client's event requires a permit or license from any local or state government entity, the Client agrees that it will secure all necessary permits/licenses at the Client's expense. Furthermore, it is the responsibility of Client to know if a permit is needed for the hosted event. All special event permits and licenses need to be provided to the venue at least twenty-four (24) hours before the event start time.

All other guidelines listed herein are the responsibility of the client.

### 6. SET-UP AND CLEAN-UP

All standard space set-up and clean-up will be provided. A floor plan must be completed at least thirty (30) days prior to the event. All décor, rentals, equipment and event related items are to leave the premises immediately following the event; The Foundry at Loft Reverie and Louisville Venue LLC are not responsible for items left after the event. A \$300 fee will be applied if the space has not been properly cleared post-event which includes, but not limited to, trash, boxes, decor, rentals and other items without prior approval.

### 7. VENUE MANAGER

A representative from The Foundry at Loft Reverie /Louisville Event Venue LLC will be available throughout the length of your event. The venue manager will have final say on all matters dealing with or concerning the venue and its property.

## 8. NOISE AND SOUND CONTROL

The Foundry at Loft Reverie is located in a mixed-use building and may be host to multiple events at the same time. Due to the nature of the building and spaces, the Client agrees to let the venue manager monitor and control all sound levels, especially if they disturb other building occupants or concurrent events.

## 9. REHEARSALS

Rehearsals for ceremonies may be scheduled based on the availability of the venue. There is a \$100 rehearsal fee and the Client will be guaranteed at least one (1) hour of rehearsal time. A rehearsal request may be placed at any time after the execution of the rental agreement, but will be subject to availability until (30) days prior to the event date.

## 10. PARKING

The Foundry at Loft Reverie does not have free or designated parking for Clients or Clients' guests. Parking can be found surrounding the Glassworks Building in surface lots and street parking. Glassworks District Public Automated Garage is located directly across the street from the main entrance of the Glassworks Building at 838 West Market Street Louisville, KY 40202. Any parking fees incurred are the responsibility of the Client or the Clients' guests. A limited number of handicap parking spaces are available on the north side of the Glassworks Building. These spaces are not able to be reserved and are available at a first-come, first serve basis.

## 11. INSURANCE

All renters of the venue are strongly encouraged to have event insurance, but not required. Please know the Client is responsible for all actions of their guests and vendors. Any damages caused by guests or vendors will be the responsibility of the Client.

All caterers, bartenders and asked vendors are required to furnish a Certificate of Liability Insurance naming "Louisville Event Venue LLC dba The Foundry at Loft Reverie, and all its members, agents, servants and employees as additional insured on a primary and noncontributory basis." The certificate of liability should be in the amount of at least \$1,000,000. Please use the following address and send all certificates to:

**The Foundry at Loft Reverie c/o The Mission Specialist LLC**  
**Attn: Events**  
**815 West Market Street, Suite 200**  
**Louisville, Kentucky 40202**

Copies of insurance documentation must be on file at least fourteen (14) calendar days prior to the event date. Failure to provide necessary documentation will result in the vendor operating at the risk of the Client; therefore, all damages and incidents will be placed on the Client. The Foundry at Loft Reverie and Louisville Event Venue LLC cannot be held liable for damages or incidents caused by the Client, guests of the Client, or the Client's contracted/non-contracted vendors before, during, or after the event.

## 12. SECURITY

One (1) security officer will be provided for all events. Any event with more than 300 guests will require additional security officers. All security arrangements included the financial cost will be the responsibility of the Client and must be booked through The Foundry at Loft Reverie. Confirmation of any security must be provided at least thirty (30) days prior to the event.

## 13. DAMAGE

Any damage to The Foundry at Loft Reverie, Louisville Event Venue LLC property, or the Glassworks building, beyond normal wear and tear, will be billed to the Client. The Client is responsible for the repair and/or replacement cost associated with such damage.

## 14. COPYRIGHT

The Foundry at Loft Reverie and Louisville Event Venue LLC reserve the right to use images of your event and/or guests for marketing purposes only.

## 15. VENUE EQUIPMENT

The Foundry at Loft Reverie will provide the following items unless otherwise specified:

- **Tables + Chairs:** All rentals include one (1) 48" Round Table **PLUS...**
- **Event Space 1: THE BALLROOM:** 35 Round (60") + 12 Rectangular (72x30") + 85x85" Black Linens (only to be used on 60" round tables) + 350 Crystal Clear Chiavari Chairs + Black Cushions
- **Event Space 2: THE OVERLOOK:** 20 Round (60") + 10 Rectangular (72x30") + 85x85" Black Linens (only to be used on 60" round tables) + 200 Crystal Clear Chiavari Chairs + Black Cushions
- **Event Space 3: THE BOARDROOM:** 8 Round (60") + 4 Rectangular (72x30") + 85x85" Black Linens (only to be used on 60" round tables) + 80 Crystal Clear Chiavari Chairs + Black Cushions
- **Event Space 5: THE WHOLE FOUNDRY:** 35 Round (60") + 12 Rectangular (72x30") + 85x85" Black Linens (only to be used on 60" round tables) + 550 Crystal Clear Chiavari Chairs + Black Cushions
- Basic Cleaning Services
- Venue Manager + Limited Pre-Event Planning Services + Staff Present Before, During + After Event
- Room-Planning + Customized Set-up

Declining to use items included in the rental of the space will not result in a credit or discounted rate or deduction in balance due.

## 16. FOOD, BEVERAGES, SMOKING, AND PROHIBITED ACTIVITIES

According to Kentucky State's Alcohol Beverage Law, it is illegal to serve alcoholic beverages to anyone under the age of 21 years. The client renting The Foundry at Loft Reverie and bartender are responsible for observing and enforcing this law; The Foundry at Loft Reverie and Louisville Event Venue LLC are not responsible. Alcoholic beverages are not to be taken away from the second floor of the Glassworks building. Food and beverages must be served by licensed and insured caterer and/or bartender. Smoking is not permitted anywhere in the building or within twenty (20) feet of entry doors.

## 17. CATERERS AND BARTENDERS

All caterers and bartenders accepted into The Foundry at Loft Reverie must have general liability insurance coverage up to \$1,000,000 and must have the appropriate health/business licenses. Copies of this documentation must be on file with the venue management at least fourteen (14) days prior to the event. No personal catering by event participants will be allowed.

All arrangements with caterers are the responsibility of the Client who will need to keep venue management informed of the caterer's arrival time and set-up needs.

Please note that the rental times stated above include both caterer preparation and clean up. The caterer/bartender will have access to a preparation area for food staging. This area will include running water in the form of a three well sink and hand sink, work tables and trash cans (32 gallon on wheels). All other equipment, including black trash bags and carts, needed by the caterer will be the responsibility of either the caterer or Client. The caterer and bartender (and Client) are responsible for returning the preparation area back to its original condition following the event and placing all trash in the designated receptacles.

Bartenders must follow all laws and regulations governing the sale and/or distribution of alcohol. The bartender reserves the right to refuse service to individuals appearing to be intoxicated. All bar service of beer, wine, and liquor must end at least thirty (30) minutes prior to the end of the event; the bar may remain open to serve non-alcoholic beverages until the end of the event. Self-service of alcoholic beverages is strictly prohibited.

## 18. EVENT VENDORS

The Foundry at Loft Reverie has final approval of all vendors contracted by the client. A list of all event vendors including primary contact and contact information will be required at least thirty (30) day prior to the event. All event vendors are responsible for operating under the following vendor guidelines:

- Vendors are responsible for providing all equipment needed to load-in and load-out of the building including but not limited

to carts, dollies, ramps, etc.

- Vendors will be assessed a fine for creating preventable scratches on the floor that may have resulted in scooting, pulling, pushing, or dragging items. Any scratch that is deemed severe will be documented and brought to the vendors' attention immediately, if possible. The vendor will then be fined based on the length of the scratch: \$50 for scratches less than one foot in length and \$100 for scratches one foot in length or over. This will be invoice directly to the vendor. Any vendor with an outstanding fine will not be allowed into The Foundry at Loft Reverie until the fine is paid.
- Vendors are responsible for the set-up of all event-related equipment, unless provided by The Foundry at Loft Reverie. All equipment and decorations must be removed immediately following the event. The Foundry at Loft Reverie is not responsible for the loss or damage to any equipment left overnight in the building.
- All Vendors must abide by all fire codes and regulations. The blocking of exit doors, fire extinguishers, fire alarms, egress routes, or emergency exits is strictly prohibited. The Foundry at Loft Reverie staff has the final word on such matters.
- Nothing may be permanently adhered to any wall, ceiling, floor, door, window, table, or chair. All adhesives and tapes must be approved by the venue manager on duty.
- The use of sparklers, confetti, glitter, birdseed, rice, and/or anything of the sort are not allowed inside or outside the premise. The use of any of the prohibited items, previously listed, will result in an automatic \$300 excessive cleaning fee.
- Nothing can be hung from the fire suppression system, lighting system, or HVAC ductwork in any event space. Items may only be hung from the ceiling by The Foundry at Loft Reverie and Louisville Event Venue LLC.
- All electrical and data cords must be properly secured, preferably with gaffer's tape.
- All flames must be enclosed and clean-burning.
- The Client is responsible for the actions of any vendors or other agents, including but not limited to caterers, photographers, entertainers, decor, and audio-visual companies contracted for the event. Any damages beyond normal wear and tear will be billed to the Client; even if caused by an event vendor. Event vendor causing the said damage will not be allowed back in the facility until damage, repairs, and payments are complete.
- Each party shall indemnify and hold harmless, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to, or loss of, the property of others, arising out of its use of The Foundry at Loft Reverie .

#### **MORE INFORMATION:**

Rental Terms were updated on 1.March.2018. Rental guidelines are subject to change at any time. Please contact The Foundry at Loft Reverie for the most up-to-date copy.

**The Foundry at Loft Reverie**  
815 West Market Street Suite 200 Louisville, KY 40202

[www.LoftReverie.com](http://www.LoftReverie.com)

Call/Text: 502.791.5638 (LOFT)

HOLLER@LoftReverie.com



## CLIENT TERMS + INFORMATION

Client/Renter Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Is this a cell phone? \_\_\_\_\_ May we communicate via text? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

- **Primary Contact:** \_\_\_\_\_
  - Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
  - Email: \_\_\_\_\_ @ \_\_\_\_\_
- **Secondary Contact:** \_\_\_\_\_
  - Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
  - Email: \_\_\_\_\_ @ \_\_\_\_\_

Event Name\*: (to be used on signage) \_\_\_\_\_  
For use of the event space(s) on the event date and time stated below, a rental fee of \$ \_\_\_\_\_ will be charged and will include the items/equipment listed below.

- **Rental Classification:** \_\_\_\_\_
- **Event Date:** \_\_\_\_\_
- **Event Space(s):** \_\_\_\_\_
- **Set Up Time\*:** \_\_\_\_\_
- **Start Time\*:** \_\_\_\_\_
- **End Time:** \_\_\_\_\_
- **Wrap Time:** \_\_\_\_\_
- **Type of Event:** \_\_\_\_\_
- **Guest Count\*:** \_\_\_\_\_
- **Event Hours:** \_\_\_\_\_
- **60" Round Tables:** \_\_\_\_\_
- **48" Round Tables:** \_\_\_\_\_
- **72"x30" Rectangular Tables:** \_\_\_\_\_
- **85"x85" Black Linens for 60" Round Guest Tables:** \_\_\_\_\_
- **Clear Chiavari Chairs with Black Cushions:** \_\_\_\_\_

A deposit of fifty percent (50%) is needed to confirm the event date and space(s). The total remaining balance will be due thirty (30) days prior to the event date. Cash, check, and all major credit cards\*\* are accepted. Checks should be made to "The Foundry at Loft Reverie."

1. Rental First Payment:

Date: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Method: \_\_\_\_\_

2. Rental Final Balance:

Date: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Method: \_\_\_\_\_

3. Rehearsal\*:

Date: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Method: \_\_\_\_\_

4. Total Remaining Balance\*:

Date: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Method: \_\_\_\_\_

By signing this agreement, the Client acknowledges and accepts the rental guidelines and agrees to the terms and conditions outlined within the rental agreement and guidelines.

**Client(s)/Renter(s):**

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

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

**Acknowledged by The Foundry at Loft Reverie | The Mission Specialist LLC:**

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

Note:

\* Determined, finalized, and/or adjusted at the thirty day out meeting.

\*\* A convenience fee of three percent (3%) will be added to any amount processed by credit card without the card and cardholder present.

**This rental agreement will be used as a working document as details refine on your event they will be noted on this form.**