



Sensual Steps Shoe Salon

4518 S. Cottage Grove Avenue
Chicago, IL 60653
773-548-FEET

Venue Rental Agreement

Sensual Steps Shoe Salon agrees to provide rental space to _____ for
Name of Organization / Individual
a private meeting on _____, _____ 200__ from _____ a.m. / p.m. to _____ a.m. / p.m.
Day Date

This agreement entitles the above named organization / individual to conduct business in **Sensual Steps Shoe Salon**. Use of the kitchen and outside area may be provided with advanced notice and payment prior to the event date. The renter is responsible for supplying refreshments, utensils, materials, equipment, and other items as needed. At the conclusion of the event, the renter is also responsible for cleaning the lounge, restroom, and other used areas to return them to pre-event conditions. Furthermore, the undersigned is responsible for any damage to merchandise, equipment, and/or premises of **Sensual Steps Shoe Salon** during rental. In the event the meeting is held during normal business hours, it is understood and agreed upon that the store will conduct business as usual.

To reserve **Sensual Steps Shoe Salon**, the renter or authorized representative agrees to pay one hundred twenty-five dollars (\$125.00) per hour and a deposit of one hundred fifty dollars (\$150.00) to rent both floors. During regular store hours, the main floor is unavailable, however, the basement may be rented for seventy-five dollars (\$75.00) per hour and a deposit of one hundred fifty dollars (\$150.00). The applicant's deposit will be returned the next business day after the event. To rent the outside area, an additional cost of fifty dollars (\$50.00) per hour is required. **The balance must be paid in full fourteen (14) days before the event date.** If the event exceeds the agreed rental time, additional fees will be incurred at a rate of one hundred twenty-five dollars (\$125.00) per hour with fractions of time charged based on the percentage of the standard rate.

SET UP **AND** CLEAN UP TIMES ARE INCLUDED IN THE RENTAL PERIOD. ANY TIME SPENT ON THE PREMISES OF SENSUAL STEPS SHOE SALON BEYOND THE SCHEDULED RENTAL TIME PERIOD WILL BE CHARGED TO THE RENTER AT THE STANDARD RENTAL RATE. By initialing here, _____, the renter agrees to this policy.

For rental cancellation thirty (30) days or less prior to the event, **NO** refund will be given, and all funds will be forfeited to **Sensual Steps Shoe Salon**. For written rental cancellations received between thirty-one (31) and fifty-nine (59) days prior to the event, a 50% refund will be given. For written rental cancellations received between sixty (60) and ninety (90) days prior to the event, a 75% refund will be given. To cancel reservation without penalty, a written request must be received by **Sensual Steps Shoe Salon** at least ninety-one (91) days before the event.

To reserve the event date and time, the deposit must accompany the signed *Venue Rental Agreement*, and a valid credit card must be on file to cover additional expenses not included in reserved rental times and/or this agreement.

By signing this form, I certify that I have read and agree to the above mentioned terms in their entirety.

Renter's Signature

Date

Organization

Telephone Number _____
Cellular Phone Number

Address

City, State, and Zip Code

Signature • Sensual Steps Shoe Salon Proprietor / Store Manager

Date Approved

Office Use Only

Deposit Received _____/_____/_____
Payment Method
 Check # _____ Cash
 Money Order Cashier's Check
 Credit Card By _____