



SHADES STUDIO

Your Space. Your Story.

VENUE RENTAL AGREEMENT

This Venue Rental Agreement is made between **Shades Studio**, located at:

#109-1779 Clearbrook Road, Abbotsford, B.C. V2T 0K6

(“Venue”)

AND

Client Name: _____

(“Client”)

1. EVENT DETAILS

Event Type: _____

The Client shall have access to the Venue from:

_____ (time) on _____ (date)

to

_____ (time) on _____ (date)

Access is strictly limited to the agreed rental period for the Client, their guests, and vendors.

Spaces Included (select all that apply):

- Studio Space
 - Makeup Area
 - Content Creation Area
 - Meeting / Workshop Area
 - Event Space
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2. FEES & PAYMENT TERMS

Total Rental Fee: \$ _____ CAD

- Full payment is required at the time of booking to secure the date.
- No booking is confirmed without full payment.

Late Payments

Any outstanding balance after 14 days will incur interest at a rate of **10% per month** until paid.

Client agrees to cover any legal or collection costs if payment is not fulfilled.

3. CANCELLATION & REFUND POLICY

- Cancellations made **more than 7 days prior** to the event will incur a **\$100 cancellation fee**.
- Cancellations made **within 7 days** of the event are **non-refundable**.
- No refunds for same-day cancellations or no-shows.

In case of unforeseen circumstances (e.g., weather, emergencies), Shades Studio will attempt to reschedule where possible.

4. ALCOHOL POLICY

- Client must comply with all **British Columbia liquor laws**.
- If alcohol is served, the Client must obtain a **Special Event Permit**.
- Proof of permit must be provided before the event.

Client assumes full responsibility for any liabilities related to alcohol consumption.

Shades Studio reserves the right to **terminate the event immediately** if policies are violated.

5. SMOKE-FREE POLICY

Shades Studio is a **strictly smoke-free and vape-free facility**.

- Smoking/vaping inside or outside the premises is prohibited.
 - Violation will result in:
 - \$250 cleaning fee (outdoor evidence)
 - \$1000 cleaning fee (indoor evidence)
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6. CLIENT CONDUCT

- Respectful and professional behavior is required at all times.
 - Any damage, misconduct, or unsafe behavior may result in **immediate termination of the booking without refund**.
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7. SET-UP & CLEAN-UP

- Client is responsible for full setup and teardown within the booking time.
- All décor, equipment, and personal items must be removed by the end of the rental period.

Cleaning Fees:

- Basic cleaning included
- Excessive cleaning: \$250
- Garbage beyond limit: \$75
- Unremoved items: \$75 minimum disposal fee

Venue must be returned in the same condition as received.

8. DAMAGES & LIABILITY

- Client is responsible for any damages caused by themselves, guests, or vendors.
- A security deposit or credit card may be required.

Any use of studio consumables (products, disposables, etc.) without permission will be charged plus a **\$75 restocking fee**.

9. INDEMNIFICATION

The Client agrees to indemnify and hold harmless Shades Studio, its owners, and staff from any claims, damages, injuries, or liabilities arising from the event.

10. LOST & FOUND

Shades Studio is not responsible for lost or stolen items.
Items found will be held for up to **30 days**.

11. RIGHT OF ENTRY

Shades Studio reserves the right to enter the premises at any time for safety, maintenance, or emergency purposes.

CONSENT & SIGNATURE

By signing below, the Client confirms they have read, understood, and agreed to all terms outlined in this agreement.

Client Name: _____

Client Signature: _____

Date: _____

Shades Studio Representative: _____

Signature: _____

Date: _____
