

VNTG EVENT & SPACE RENTAL POLICY

VNTG & Cafe VNTG

875 Waimanu Street, Suite 107 & 108
Honolulu, Hawai'i 96813

1. PURPOSE

VNTG offers its showroom as a distinctive setting for private events, gatherings, photo and video productions, brand activations, design events, and other approved uses.

VNTG is a working vintage furniture showroom. The space contains merchandise, furniture, artwork, fixtures, equipment, and other property that may be valuable, fragile, or irreplaceable. All events must therefore be conducted in a manner that protects the VNTG property, merchandise, guests, staff, and the integrity of the space.

VNTG reserves the right to approve or decline any event, activity, vendor, guest count, or proposed use of the property.

2. SHOWROOM RENTAL RATE

The standard rental rate for the VNTG showroom is:

\$500 per hour

The rental fee provides the renter with **exclusive use of the designated VNTG showroom space during the contracted rental period only**. Additional time will be allowed for event setup and cleanup prior to and following the scheduled event time, but must be coordinated with VNTG.

The \$500/hour rental fee **does not include**:

- Food or beverage (catering, alcohol)
- Bartending or beverage service
- Event planning or coordination
- Event staffing
- Security
- Furniture setup, breakdown, or relocation

- Tables, chairs, linens, or other event equipment
- Audio/visual equipment
- Lighting or production equipment
- Photography or videography services
- Cleaning
- Trash removal beyond ordinary event waste
- Additional rooms or areas of the property
- Use of the woodshop
- Use of the photo studio
- Use of back-of-house or storage areas
- Loading, unloading, or receiving services
- Parking or valet services
- Permits, licenses, insurance, or other third-party costs
- Repairs or replacement of damaged property
- Any other goods or services not expressly included in the event agreement

Any additional services or spaces must be approved in advance and will be subject to additional fees.

Early access or extended access is subject to availability and may result in additional charges.

3. ADDITIONAL SPACES & SERVICES

VNTG may make additional areas of the property available for an additional fee, subject to availability and approval.

Additional spaces may include, but are not limited to:

- Photo studio
- Multipurpose studio
- Back-of-house areas
- Additional showroom or display areas

Additional spaces are **not automatically included** in the showroom rental.

The use of any additional space must be specifically identified in the event agreement and paid for in advance.

VNTG may also offer additional services or equipment on a case-by-case basis. Pricing will be provided separately based on the scope of the request.

4. RESERVATION & PAYMENT

A date is not considered reserved until VNTG has received:

1. A completed and signed event agreement;
2. The required deposit or full rental payment; and
3. Any required insurance documentation or other event materials requested by VNTG.

All additional services, spaces, equipment, or fees must be paid according to the terms specified in the event agreement.

VNTG reserves the right to withhold access to the property if required payments or documentation have not been received.

5. CANCELLATION POLICY

Cancellation terms will be specified in the event agreement.

Unless otherwise agreed in writing:

- Cancellations made more than **7 days** before the event may receive a refund of amounts paid, less any non-refundable deposit or administrative fee.
- Cancellations made **1–6 days** before the event may be subject to forfeiture of the deposit and/or a cancellation fee.
- Cancellations made less than **1 days** before the event may be subject to the full rental fee.
- No-shows are subject to the full rental fee.

VNTG may make exceptions at its sole discretion.

If VNTG must cancel an event because of circumstances outside its reasonable control, VNTG's liability will be limited to the amount actually paid to VNTG for the rental, unless otherwise required by law.

6. EVENT CAPACITY & GUESTS

The renter is responsible for providing VNTG with an accurate anticipated guest count.

The maximum number of guests permitted will be determined by VNTG based on the nature of the event, applicable building and fire requirements, the configuration of the showroom, and other safety considerations.

VNTG reserves the right to limit attendance or require modifications to the event plan if the proposed event creates safety, operational, or property concerns.

The renter is responsible for the conduct of all guests, vendors, contractors, employees, and other individuals attending or participating in the event.

8. VNTG FURNITURE & MERCHANDISE

VNTG is a vintage furniture showroom. Furniture and merchandise displayed throughout the space are generally **available for guest use, sitting, moving, or rearranging** when specifically authorized by VNTG.

No person may:

- Stand, climb, or place objects on merchandise;
- Lean equipment against merchandise;
- Hang decorations from merchandise;
- Attach tape, adhesive, hooks, nails, screws, or other materials to VNTG property;
- Open, alter, disassemble, or manipulate merchandise;
- Remove merchandise from the showroom other than as agreed;
- Use merchandise as event equipment without prior authorization; or
- Handle fragile objects without prior authorization.

Any furniture movement required for an event must be performed by renter. Any damage will be the sole responsibility of the renter.

8. DECORATIONS & INSTALLATIONS

All decorations and installations must be approved by VNTG in advance.

The following are prohibited unless expressly approved in writing:

- Nails, screws, staples, or tacks;
- Adhesives or tape on walls, floors, ceilings, furniture, or merchandise;
- Glitter, confetti, or loose decorative materials;
- Paint, dye, ink, or other materials that could stain or damage the property;
- Open flames;
- Smoke-producing effects;
- Fog machines;
- Pyrotechnics;
- Helium balloons;
- Balloons containing confetti;
- Items suspended from ceilings or fixtures; and
- Any installation that may damage the building or its contents.

VNTG may require certain decorations or installations to be removed immediately if they present a risk of damage.

9. FOOD & BEVERAGE

Food and beverage service is **not included** in the showroom rental fee.

Outside caterers or food and beverage vendors may be permitted subject to prior approval by VNTG.

The renter is responsible for coordinating all catering, food service, beverage service, staffing, equipment, permits, and applicable licenses.

No food or beverage may be prepared, stored, served, or consumed in areas not specifically approved for such use.

The use of alcohol requires prior written approval from VNTG. The renter is responsible for complying with all applicable laws and for obtaining any required permits, licenses, insurance, bartending services, and/or security.

VNTG reserves the right to prohibit alcohol service for any event.

10. VENDORS & CONTRACTORS

All outside vendors, caterers, production companies, photographers, planners, musicians, DJs, rental companies, contractors, and other third parties must be approved by VNTG in advance.

The renter is responsible for ensuring that all vendors:

- Follow VNTG's event policies;
- Maintain appropriate insurance;
- Protect VNTG's property;
- Follow loading and unloading instructions;
- Remove all equipment and materials at the end of the rental period; and
- Comply with all applicable laws, codes, permits, and regulations.

VNTG may require certificates of insurance from the renter and/or vendors before granting access to the property.

11. PHOTOGRAPHY & VIDEOGRAPHY

Photography and videography are permitted only within the areas included in the rental agreement and subject to VNTG's approval.

Any commercial photography, commercial video production, advertising production, editorial production, or other professional production may be subject to separate terms and fees.

Photographers and videographers may not move, reposition, or manipulate VNTG merchandise or property without prior authorization.

Tripods, lighting equipment, cables, stands, production equipment, and other equipment must be positioned in a manner that does not create a hazard or damage risk.

Any equipment brought onto the property is the responsibility of the renter.

12. MUSIC, SOUND & ENTERTAINMENT

Music and entertainment must be approved by VNTG in advance.

The renter is responsible for ensuring that sound levels remain appropriate for the property and surrounding area and comply with applicable laws and regulations.

VNTG may require music or amplified sound to be reduced or stopped if it creates a disturbance, safety concern, or other issue.

13. SMOKING, VAPING & HAZARDOUS MATERIALS

Smoking and vaping are prohibited inside the VNTG premises.

The use of candles, open flames, pyrotechnics, fog machines, flammable materials, hazardous chemicals, or other potentially dangerous substances requires is prohibited.

14. CLEANING & RESTORATION

The renter is responsible for leaving the showroom in substantially the same condition in which it was provided.

All personal property, decorations, food, beverage materials, equipment, and vendor materials must be removed by the end of the rental period.

The renter is responsible for the cost of any cleaning, repair, restoration, or replacement required because of the event beyond ordinary use.

Additional cleaning, trash removal, stain removal, furniture restoration, or other services may be billed separately.

15. DAMAGE TO PROPERTY

The renter is financially responsible for any damage to VNTG's property caused by the renter, guests, vendors, contractors, employees, or other persons associated with the event.

This includes damage to:

- The building;
- Floors, walls, ceilings, doors, and fixtures;
- Furniture and merchandise;
- Artwork and displays;
- Equipment;
- Any other VNTG property.

VNTG may charge the renter for the reasonable cost of repair, restoration, cleaning, or replacement.

For vintage, antique, one-of-a-kind, or otherwise irreplaceable items, the renter acknowledges that damage may result in substantial loss of value even if the item remains technically repairable.

16. PERSONAL PROPERTY

VNTG is not responsible for lost, stolen, or damaged personal property belonging to the renter, guests, vendors, contractors, or other event participants.

The renter is responsible for securing all personal property and equipment brought onto the premises.

17. LIABILITY & ASSUMPTION OF RISK

The renter acknowledges that events involve inherent risks, including but not limited to slips, trips, falls, interaction with furniture and fixtures, use of equipment, food and beverage service, and the presence of guests, vendors, and third parties.

To the fullest extent permitted by applicable law, the renter assumes responsibility for the risks associated with the event and agrees to take reasonable measures to protect guests, vendors, employees, and property.

The renter is responsible for the acts and omissions of all persons attending, working at, or otherwise participating in the event.

VNTG will not be responsible for personal injury, loss, theft, or property damage arising from the renter's event except to the extent caused by VNTG's gross negligence or willful misconduct, to the extent such limitation is permitted by applicable law.

18. INDEMNIFICATION

To the fullest extent permitted by law, the renter agrees to indemnify, defend, and hold harmless VNTG, its owners, officers, employees, agents, representatives, and affiliates from and against claims, liabilities, damages, losses, costs, and expenses, including reasonable attorneys' fees, arising out of or related to:

- The renter's use of the property;
- The event;
- The acts or omissions of the renter;
- The acts or omissions of the renter's guests, vendors, contractors, employees, or agents;
- Damage to VNTG property;
- Personal injury or property damage occurring in connection with the event; or
- The renter's violation of this policy or applicable law.

This provision does not apply to the extent a claim is caused by VNTG's gross negligence or willful misconduct, to the extent such exclusion is prohibited by law.

19. INSURANCE

Depending on the nature and size of the event, VNTG may require the renter to provide evidence of event liability insurance before the event.

VNTG may require:

- Commercial general liability insurance;
- Event liability insurance;
- Liquor liability insurance where alcohol is served;
- Workers' compensation coverage for applicable employees; and
- Additional insured status for VNTG and/or its designated parties.

Specific insurance requirements will be communicated during the booking process.

Failure to provide required insurance documentation may result in cancellation of the event and forfeiture of applicable fees.

20. COMPLIANCE WITH LAWS

The renter is responsible for ensuring that the event complies with all applicable federal, state, and local laws, regulations, permits, licensing requirements, fire and occupancy requirements, health requirements, alcohol regulations, noise requirements, and other applicable rules.

VNTG's approval of an event does not constitute approval or issuance of any permit or license required by law.

21. SECURITY

VNTG may require security personnel for events involving alcohol, large guest counts, amplified entertainment, late-night events, or other circumstances presenting an increased risk.

Any required security will be arranged and paid for by the renter unless otherwise agreed in writing.

22. RIGHT TO TERMINATE AN EVENT

VNTG reserves the right to terminate an event immediately if:

- The event presents an imminent safety risk;
- The renter or guests violate this policy;
- Property is being damaged;
- The number of guests exceeds the approved capacity;
- Unauthorized activities are taking place;
- Illegal activity occurs;
- The renter fails to comply with reasonable instructions from VNTG representatives; or
- Circumstances arise that make continued use of the property unsafe or impractical.

In such circumstances, the renter may be responsible for the full rental fee and any costs associated with damage, cleaning, security, or other expenses.

23. ACCESS TO NON-RENTED AREAS

The renter and event guests may only access areas specifically identified in the event agreement.

Restricted areas may include:

- Offices;
- Storage areas;
- Woodshop;
- Photo studio;
- Employee areas;
- Utility areas;
- Merchandise storage;
- Back-of-house areas; and
- Any other area designated by VNTG.

Unauthorized access may result in immediate termination of the event.

24. SALES & MERCHANDISE

VNTG merchandise remains the property of VNTG unless purchased through an authorized transaction.

Event guests may not remove, relocate, borrow, or otherwise use merchandise without VNTG's approval.

If an event incorporates the sale or display of third-party merchandise, the renter must obtain prior approval from VNTG.

25. EVENT APPROVAL

VNTG reserves the right to review the proposed event in advance, including:

- Event purpose;
- Date and time;
- Expected attendance;
- Vendors;
- Catering;
- Alcohol service;
- Entertainment;
- Equipment;
- Decorations;
- Furniture requirements;
- Photography/video production;
- Additional space requirements; and
- Any other activity that may affect the property.

Approval of one event does not establish a precedent or guarantee approval of future events.

26. AGREEMENT TO POLICIES

By signing the VNTG Event Agreement, the renter acknowledges that they have reviewed, understand, and agree to comply with these Event & Space Rental Policies.

The renter further acknowledges that the \$500/hour rental fee is solely for use of the designated showroom space and that any additional spaces, services, equipment, staffing, cleaning, or other accommodations are subject to separate approval and charges.

EVENT RENTAL SUMMARY

Showroom Rental: \$500/hour

Included:

Exclusive use of the designated VNTG showroom space during the contracted rental period.

Not Included:

Catering, food and beverage, alcohol, staffing, event coordination, security, equipment, furniture

movement, cleaning beyond ordinary use, photography/video services, additional rooms, photo studio, woodshop, storage, permits, insurance, or other services.

Additional Spaces:

Available by advance approval and for an additional fee.

Additional Time:

Billed at the applicable hourly rental rate.

Damage:

Renter is responsible for damage caused by the renter, guests, vendors, contractors, or other event participants.

Insurance:

May be required depending on event type, size, activities, and risk profile.

Approval:

All events and event-related activities are subject to VNTG's prior approval.

RENTER ACKNOWLEDGMENT

I acknowledge that I have read and agree to comply with the VNTG Event & Space Rental Policy and understand that I am responsible for the conduct of my guests, vendors, contractors, employees, and other event participants.

Renter/Organization: _____

Authorized Representative: _____

Signature: _____

Date: _____

Event Date: _____

Event Type: _____

Expected Attendance: _____

Rental Hours: _____

Additional Spaces/Services Approved: _____

Estimated Total Fees: _____