

Facility Usage Agreement (The Loft)



THE
LOFT 2E
A Transformational Space for
Team Engagement

1667 East 40th Street, Suite 2E
Cleveland, OH 44103
Phone: 216-539-8737
Email: theloft@improveconsulting.biz
Website: www.improveconsulting.biz/your-team/the-loft

Our company name says it all; we're all about improving. Whether it's your organization, your team, or even yourself, we have proven solutions and methods that will increase efficiency and empower you, your team, and your organization to exceed their potential.

HOST YOUR NEXT EVENT AT OUR FACILITY

Our welcoming and professional environment is the ideal place for any group up to **70 individuals**. If you are looking for a versatile and inspirational space to host your next small training, meeting, luncheon or professional celebration, look no further than The Loft.

The Loft is conveniently located near downtown Cleveland and is easily accessible to the highway. Free parking is available in the front and back of the building.

Seating availability:

Meeting Style – up to 20 people

Reception Style – up to 50 people (combination of seated and standing)

Private Lunch with Chef – ideal for up to 10 people (seated at the island)

Facility Usage Rates <i>Fees include Facility Usage ONLY*</i>	Per Hour	Half-Day (4 hours)	Full-Day (8 hours)
Weekday (8am-6pm)	\$200	\$600	\$1,000
Weekend or weekday evenings	\$250	\$700	\$1,200

*There is a separate fee (based on food quantity and selection) for The Loft preferred Chef to prepare the team meal.



Improve Consulting & Training Group

4600 Euclid Ave, Suite 320, Cleveland, OH 44103
help@improveconsulting.biz · 216.539.8737 · improveconsulting.biz

The Loft - Facility Use Agreement

SPONSOR (Name of Organization) utilizing facility:	
Address: Zip:	City:
Name and title of person responsible for event:	
Contact telephone number:	Email address:
SPONSOR is a: ____ For Profit Organization ____ Not for Profit Organization ____ Number of Attendees	
Event Type: ____ Meeting ____ Conference ____ Seminar ____ Celebration ____ Other:	
Description of intended use:	
Dates(s) Requested:	
Time(s) Requested: ____ # of Hours ____ 1/2 Day ____ Entire Day	
Indicated Equipment/Areas Needed: ____ Wifi ____ Projector ____ Television ____ Whiteboard(s) ____ Kitchen	



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This agreement is made between _____, (referred to as "SPONSOR") and Improve Consulting and Training Group (referred to as "IMPROVE"), concerning the use of the IMPROVE facilities on the dates and times specified below:

Date(s): _____ and

Times _____

The "SPONSOR" agrees to comply with the following terms and conditions:

The SPONSOR will pay the amount of \$ _____ for the use of the facilities.

The SPONSOR will reimburse IMPROVE for any and all damages caused to the facilities and/or the equipment therein.

The SPONSOR assumes all responsibility and liability for the requested use of the facility.

The SPONSOR agrees to defend, indemnify and hold IMPROVE harmless from any and all loss, damage or injury to any person or property arising from use of the facilities.

The SPONSOR will be solely responsible to provide adequate supervision of the activities conducted at IMPROVE'S facilities.

A member of IMPROVE'S staff must be present at all times. Administrative assistance and printed can be provided by Improve for an additional fee.

The SPONSOR and associated guests are only to use the main areas of the loft.

Food and drink are the responsibility of the SPONSOR.

No cooking allowed at The Loft by the SPONSOR. The SPONSOR and their guests are only allowed catered food and/or minimal food preparation.

Cooking is allowed by the preferred Chef of The Loft. There is a separate fee for this service.

Existing food and beverage at the loft is not to be used by SPONSOR or guests.

Guest of the organization are not to park in designated spots.

Guest parking is located outside of the gated area. Guests should come into the green awning and dial 106 before 7 PM.

The Sponsor is responsible for having someone at the door to let their guests in after 7 pm on weekdays and after 5pm on weekends.

SPONSOR must notify IMPROVE of cancellation at least 7 days prior to event for a refund of deposit.

SPONSOR'S Representative Signature

Title

Date

IMPROVE'S Representative Signature

Title

Date

For Improve Consulting use ONLY

_____ Fee Received

Date

_____ Facility walk through completed

Date

Additional Comments: