

## Facility Usage Agreement (The Loft)

### HOST YOUR NEXT EVENT AT OUR FACILITY

Located in the Midtown Cleveland area, our creative spaces provide your team with a relaxed and collaborative environment for your next corporate retreat or meeting.

Our welcoming and professional environment is the ideal place for any corporate group up to **50 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.

Facility Usage <i>Fees include Facility Usage ONLY*</i>	Per Hour	Half-Day (4 hours) <i>8am – 12pm or 1pm – 5pm</i>	Full-Day (8 hours)
<b>The Loft 2E Rates (Suite 2E)</b>			
Weekday (8am-5pm)	\$250	\$800	\$1,200
Weekend or Weekday Evenings	\$300	\$1,000	\$1,400
<u>Seating availability:</u> Meeting Style – up to 25 people Reception Style – up to 50 people (combination of seated and standing)			
<b>Wellness Renewal Studio Rates (Suite 2G)</b>			
Weekday (8am-5pm)	\$250	\$800	\$1,200
Weekend or Weekday Evenings	\$300	\$1,000	\$1,400
<u>Seating availability:</u> Meeting Style – up to 25 people Reception Style – up to 50 people (combination of seated and standing)			
<b>Team Creativity Gallery (Suite 1A)</b>			
Weekday (8am-5pm)	\$200	\$600	\$1,000
Weekend or Weekday Evenings	\$250	\$800	\$1,400
<u>Seating availability:</u> Meeting Style – up to 10 people Reception Style – up to 20 people (combination of seated and standing)			

**\*Rates do not include food and beverages. Additional time spent after closing time will be charged at the hourly rate.**

## General Team Retreat Loft – Suite 2E



## Team Wellness Renewal Studio – Suite 2G



## Team Creativity Gallery – Suite 1A



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.

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

Food and drink are the responsibility of the SPONSOR. Wine and beer only, no liquor.

No cooking allowed at The Loft by the SPONSOR. The SPONSOR and their guests are only allowed catered food and/or minimal food preparation. The caterer must be approved by Improve prior to the event and is responsible for clean-up of the kitchen area.

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

Guest parking is located outside of the gated area.

SPONSOR must notify IMPROVE of cancellation at least 7 days prior to event.