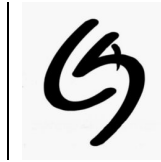


Spring4th Center* Policies



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*Spring4th Center LLC d/b/a Spring4th Center and d/b/a Spring4th Annex operates two separate facilities – Spring4th Center **Main Facility** at 728 Spring Street and S4 **Annex** next door at 726 Spring Street. Throughout the policies, references to Spring4th or Spring4th Center encompass both facilities unless otherwise specifically stated.

Overview

Spring4th Center is an affordable alternative to other event space options. We are able to offer this affordability because we have not invested excessive amounts to make the space look like every other conference center, nightclub or hotel.

We provide:

- A simple, comfortable, safe and clean event space.
- A quirky, urban/warehouse atmosphere with plenty of welcoming lounge areas.
- A great, central location with abundant, convenient, secure and reasonably priced parking.
- An unexpected view of Atlanta's skyline from our secluded outdoor courtyard.
- Flexible hourly rates and space options.
- An inclusive facility rental fee that minimizes most of the "extras" that other venues charge.

Space Provided

Unless both Spring4th Center and S4 Annex are rented together, your event may be sharing certain space with another booked event. Shared space includes the entry hallways, restrooms and reception/coat check. The rear outdoor area will be separated into sections to accommodate events held simultaneously in Spring4th Center and S4 Annex.

See our facility layout for more information on space options. Certain space configurations may not be an option on all days and times.

Facility Rental Hours; Set Up and Tear Down Times

The facility rental rate is based upon the actual hours of your event—**we do not charge for reasonable set up and tear down time.***

For the rental of either Spring4th Center or S4 Annex for at least 5 hours, you will typically have at least two hours before your event for set up. For shorter rentals, and rentals of less space, typical setup time can range from 30 minutes to two hours.

*For events that utilize our staff, sound and/or lighting for set up and load in for performances, multi-act shows, talent or fashion shows, we will charge for the actual hours of your event, plus one (1) additional hour for set up and tear down time.

The delivery of any equipment, supplies or other items must be coordinated in advance with the Spring4th Event Manager.

All tear down must be done immediately after the event and the property of all outside services or similar event related items be removed from the premises, unless agreed in advance by Spring4th Event Manager.

A storage charge of \$50 per 24 hour period shall be added by Spring4th for any and all items left longer than the time allowed. **We will not be responsible for items left at the Center by you, your staff, vendors or guests before, during or after your event. ANY ITEM LEFT ONE WEEK AFTER THE EVENT WILL BE CONSIDERED ABANDONED.**

Included Items and Services

Except for a/v, all Spring4th equipment and furnishings are included in the rental fee including wristbands. Certain equipment and furnishings may not be moved from their current locations. If there are multiple events booked, some equipment and furnishings may be limited. It is important to identify your specific needs when the event is booked in order to reserve those items for your event.

Stage, Lighting, A/V Equipment

Your rental fee includes the use of our basic "house" sound equipment as shown in your tour. **Requests that include unusual set up times, or a lighting or sound technician for your event, will require \$200 additional fee.** You may supply your own lighting or sound technician, and your own equipment, but all services must be coordinated 24 hours or more in advance with the Event Manager.

We allow the use of up to 3 microphones and microphone stands. There is a \$5 fee for each microphone and microphone stand over 3.

There is a \$20 fee to use our video projectors in their current locations (one in the Big Room of Spring4th Center and one mobile projector).

Booking Your Event – Deposits Required

If you intend to book an event, we will place a tentative courtesy hold on the date/space and provide you with a simple rental agreement or a full contract.

Your date/space will be officially on the schedule upon receipt of a signed contract and a non-refundable (if event is canceled) deposit, calculated as 10% of your facility rental fee (minimum \$20). **Once the event starts, your initial hold-date deposit is shifted to the damage deposit, and not to the rental.** A final non-refundable deposit of 50% of the rental (applied to the rent balance) is required 15 days prior to your event.*

*Prior to receipt of this additional deposit, the date will be available to other potential clients. If another client wants to book the same space/date, you will be given the opportunity to secure your booking by making the final deposit. If we do not receive the final deposit within 48 hours, you MAY forfeit the date and your initial deposit.

We reserve the right to require additional payment by providing you with reasonable advance notice of this requirement. The amount of required advance payments and dates due will be detailed in your contract.

Damage Deposit

The damage deposit is 10% of the facility rental fee, but may be higher (or lower) depending upon the specifics of your event. **This will be applied from your initial 10% deposit unless otherwise indicated. If there is no damage charge due, you may apply the damage deposit toward your rent balance.**

Please note that your liability for damages and losses is not limited to amount of the damage deposit.

Spring4th Center Policies

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Spring4th Staffing

Staffing for a non-alcohol event will always include a Spring4th Event Manager who will be available throughout your rental period.

Depending upon the size/scope of your event, we will also provide staffing for front door security, parking attendant/security, staff for bar/concession, cashiers or other security and staff as determined by the client and Spring4th Event Manager. Extra staffing charges must be applied to staffing for non-alcohol events over 100 people.

Staffing Provided by You

For all events, you will identify your general event manager, who will be our primary contact during the rental period, including setup and tear down. We also recommend, and in some cases may require, a designated front door monitor/host. Security must be either bonded or off-duty law enforcement personnel, screened and approved by Spring4th.

Payment Options

Option 1 If there is **not a cover charge** to your event, full payment for your facility rental fee and hosted bar cost (if applicable) is required prior to the beginning of your event. *We may also require advance payment of all or a portion of the beverage minimum (if applicable), which will be refunded to you after the event if the cash bar minimum is met.

Acceptable payment forms include cash, credit/debit card and PayPal. If a credit/debit card or PayPal is used for payments of more than \$200, a 3% service charge will be added.

Checks are allowed as a form of payment, but must be paid 15 business days prior to your event. A 20% handling fee will be charged on all returned checks.

Option 2 (with our cashier)

– You pay in advance the full facility rental fee and beverage minimum (if applicable). If there is a fee for admission to your event, you will be responsible. **You will NOT be able to offer guests the option of paying by credit/debit card.**

Option 3-A (with our cashier)

– You pay in advance the full facility rental fee and beverage minimum (if applicable). If there is a fee for admission to your event, Spring4th staff be responsible for collecting cover charges, offering credit/debit card payment options. This option is only available if your facility rental includes space in the main facility of Spring4th Center.

Option 3-B (with our cashier)

– If you **DO NOT** make full payment in advance of the event and/or beverage minimum, Spring4th staff will be responsible for collecting cover charges from your guests as they enter the event. We will offer your guests the option to pay by credit/debit card.

***If option 3-B is used a credit card authorization form must be filled out prior to the start of the event. (Note: check or debit cards will not be used for this form.)**

If your rental only includes space in S4 Annex, a credit/debit card option will not be available.

Cashier

If either Option 3 is chosen, a fee of \$15 per event hour will be including on your contract for the use of our cashier for events fewer than 250 people.

At the end of the event

If Option 2 is elected, after the event, we will provide documentation to you of the number of paid guests. This is determined by cash register report and start/end wristband inventory. Spring4th shall retain all amounts due for facility rental or damage (and bar minimum, if applicable), and all remaining amounts shall be distributed to you as soon as reasonably possible at the end of the event. **For option 2-B if door revenue is insufficient to cover amounts owed to Spring4th Center, you are responsible for making up the deficiency immediately.**

Alcohol Policy – Spring4th Center (Main Facility)

We cannot sell or serve alcohol on Sunday.

No alcoholic beverages may be brought onto the Spring4th Center premises by your staff (including staff, volunteers, talent, entertainers, vendors, etc.) or your guests. **ZERO TOLERANCE!** If outside alcohol is found on your staff Spring4th will penalize the responsible party including keeping all or a portion of the Damage Deposit or possible cancellation of event.

Spring4th staff (which may include outside contracted security staff) will be responsible for checking of age identification at the front door. Visibly intoxicated individuals will not be admitted to any event at Spring4th Center.

Sales and serving of alcoholic beverages must end at 2:30 AM, based on City of Atlanta ordinance. Spring4th staff will take reasonable measures to discourage activities (e.g., alcohol consumption, underage alcohol consumption, drug use, drug dealing, etc.) that take place outside but in the vicinity of Spring4th Center (e.g., Arby's parking lot and other nearby areas) that increase our risk as a business and as a holder of an alcohol license.

In accordance with State and City laws, no alcoholic beverages may leave the premises.

Alcohol Policy – S4 Annex

No alcohol is permitted at any event booked in S4 Annex where a cover charge, donation or other form of payment of any kind is made by persons in attendance. No alcohol may be served or sold (even for a voluntary donation) in S4 Annex.

In our sole discretion, as the host of an event, you may be permitted to provide alcoholic beverages to your guests, when attending an event in S4 Annex. This will be permitted only for private, "invitation only" events where appropriate care is taken by you to ensure that there is no violation of any local ordinance or State law. This will only be permitted if the space in S4 Annex is not being shared with any other client. If there is an event being held in Spring4th Center (main facility) at the same time, security staff will be provided to ensure the full separation of the shared outdoor area for the two events. There is a nominal additional fee, as described in the section below on Beverage Service – S4 Annex, if you elect to bring in outside alcoholic beverages for your rental of S4 Annex.

Beverage Service Spring4th Center (Main Facility)

In addition to collecting rental fees for Spring4th Center, we reserve the right to be the exclusive provider of alcoholic and non-alcoholic beverages and tobacco concession items to you and/or your guests.

Spring4th Center Policies

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Bar options

You may choose from a cash bar, hosted (open) bar by the drink, or hosted (open) bar by the hour. These options are available with or without alcoholic beverages. More details on these options are described on our web site and in our Beverage Options document. For events with less than 50 persons in attendance (or for other events, at our discretion), we may offer you non-alcoholic beverages/snacks on a self-serve basis at a discount from our regular prices (50% discount on bottled water and sodas). You will be responsible at the end of the event for full payment of all beverages (or snack items) consumed by attendees at your event.

Non-alcohol Beverage Service – S4 Annex

In addition to the fee that you pay to rent space in S4 Annex, we reserve the right to be the exclusive provider of non-alcoholic beverages to you and/or your guests. However, we will waive this policy for certain events, and permit you to bring in your own non-alcoholic/soft beverages by paying an additional fee, as shown below:

Number of Annex attendees	Fee
10-49	\$20
50-100	\$40

This same fee structure is applicable if you are providing your own alcoholic beverages, in accordance with our Alcohol Policy for S4 Annex.

Food Policy

When renting either Spring4th Center or S4 Annex, you ARE ENCOURAGED to provide food for your guests.*

We strongly encourage the use of a licensed commercial caterer.

*No food preparation of any kind may take place on the premises, including storage or refrigeration. In Spring4th Center (main facility), set up of food items must be done outside of the beverage/kitchen area, since this is the beverage/alcohol service area and access will generally be limited to Spring4th staff. You or your caterer must bring in all supplies and equipment required including serving items, utensils, napkins, etc. All equipment and serving items must be removed immediately after the end of the event. No cleanup of equipment is permitted on the premises.

Upon request, we can make arrangements for food for your event. An additional service charge may apply.

Miscellaneous Policies

Smoking

Both Spring4th Center (main facility) and S4 Annex are non-smoking facilities. Smoking is permitted in the outdoor area in the rear of the buildings.

Wi-Fi

Up to 10 slots for wireless internet access is available in Spring4th Center (main facility).

Coat/Bag Check

Complimentary coat/bag check will generally be available for events with expected attendance of at least 100 persons. There will be no additional charge for this service.

*We cannot be responsible for items left at the Center by you, your staff, vendors or guests before, during or after your event.

Furnishings

We have over 120 chairs for indoor use, 10 3x3 square dinner tables, 15 6x3 folding tables, miscellaneous other furnishings including outdoor tables and chairs. Other furnishings located in each facility are available for your use.

Our normal set-up is 'showing the center for tours' (which includes storage of some items in the Big Room of Spring4th main facility). To maintain our standard prices, **you will be responsible for set up** of any specific configuration of chairs, tables and other décor, and for returning the furnishings to their original locations as directed by the Spring4th Event Manager. If we handle this for you, additional fees will be incurred, including loss of your Damage Deposit.

Parking

For large late night WEEKEND events WITH OVER 100 ATTENDING, we generally will have a parking attendant in the Arby's parking lot. After 10PM, your guests and staff may park in any of the spaces in the Arby's parking lot. A \$5 parking fee is required.

- ***If you have rented all of Spring4th Center (Main Facility), you and your staff will be allowed three (3) free parking spaces.***
- ***If you have rented all of S4 Annex, you and your staff will be allowed two (2) free parking spaces.***

For Events ending before 10:00 PM no parking is allowed at Arby's.*

*Your talent or staff may park at any time in the 16 parking spaces in the adjacent Arby's parking lot that are next to the Spring4th Center building on weeknights or days only.

Patrons of your day/early evening event must find alternative parking or risk towing by Arby's.

Up to date directions and parking information is available on our web site.

Fire demonstrations or performances

Performances or demonstrations that use open flame of any type are typically discouraged for safety reasons and must be approved in advance (ONLY by the person signing the contract for the venue) before allowed. A fire marshal may be required for some events with all costs borne by the client. No pyrotechnics or fireworks, sparklers, etc. allowed for any reason, and is grounds for immediate ending of the event with forfeiture of all revenue or deposits.

Open flames from Sterno, tea candles and protected candles (in glass holders) are allowed with reasonable safety protocols utilized.

PROPANE FOR OUTDOOR HEATING

Client must pay an additional fee to cover propane use for outdoors, or provide their own tanks. Empty tanks are available for trade in.

THESE POLICIES AND PROCEDURES, ALONG WITH THE WRITTEN TERMS AND CONDITIONS SET FORTH IN THE CONTRACT, CONSTITUTE THE ENTIRE AGREEMENT BETWEEN SPRING4TH CENTER, LLC AND YOU, THE CLIENT. THEY MAY BE SUBJECT TO MODIFICATION AS LAID OUT IN THE AGREEMENT/CONTRACT.

Effective date February 1, 2010