



## Event Space Usage Agreement v2.7.2025

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**Thank you for your interest in reserving our Event Space! The space has the following perks all included in our hourly rates:**

- The room is about 19ft x 35ft with an additional 19'x8' raised stage area and 16ft+ high ceilings
- It has a projector and PA system
- It has its own entrance from the parking lot
- It has a garage door great for loading/unloading, and on nice days open it to let in fresh air and natural light
- It can hold space for up to 40 people
- We have folding tables and chairs available

### **Rates:**

**\$45/hour nonmember event** (*10% off if the event is free for TinkerMill members to attend*)

**\$35/hour member private event** (no charge for members if the event is free for all to attend and welcomes TinkerMill members)

**\$22.50/hour nonprofit event** (*10% off if the event is free for TinkerMill members to attend*)

### **Booking & Cancellation:**

- Must reserve a minimum of 72 hours before the booking start time.
- Can reserve a maximum of 6 months before the booking start time.
- May cancel bookings up to 72 hours prior to the booking start time and receive a half refund of the booking fee (must be requested in writing). For cancellations less than 72 hours prior to the booking start time, you will be charged for the booking as if they had attended.)
- *Invoices are sent via email using Square (or pdf invoice if payment method of check is preferred), Payment is required upon receipt to lock in the reservation.*

### **What to Expect:**

- Members will have a key to access the facility and can access as needed for their event. Nonmembers will need to arrange with TinkerStaff about getting a temporary key if the reservation is outside normal staff hours (9am-5pm M-F) as staff will not be onsite - please email [info@tinkermill.org](mailto:info@tinkermill.org) to schedule. Members and Nonmembers alike are responsible for running their own events.

- Plan to arrive a bit early to set up the room how you would like it. This room is a multi-purpose room for our members when there are no events scheduled, so the arrangement of tables and chairs may not be how you would like them upon arrival.
- Our front door remains locked. It's often helpful to have a sign ready to post on the outside of the event space door (NE corner of the building), as well as a sign on the front door directing attendees to the NE event space door for your event. We cannot guarantee that if one of your attendees tries ringing the doorbell at the front door that the door will be answered by one of our members. You can prop open the Event Space door with our doorstop to help your attendees find your group as well.
- Our Machine Shop shares a wall with our Event Space and can sometimes get a bit noisy for presentations if a member is working in the Shop. Our event space is best for casual events or meetings that won't be disrupted by some machine noise.
- There is a heater in the space you are welcome to adjust to your comfort. The unit is in the SE corner coming down from the ceiling. There is a lever on top of the thermostat to adjust the temperature and a small step ladder to reach it.
- There is no AC in our Event Space (yet!) but it remains quite comfortable through most of the year, especially with the doors open. Summer months can get a little warm.

**By licensing the event space you agree to the following:**

- Make sure everyone who has not previously done so signs a TinkerMill waiver when entering the facility. There are signs by the front door and event space door with QR codes where this can be completed digitally. Paper forms are at the counter by the front door. We also have a link where this can be shared and completed before hand here: <https://waiver.fr/p-f6vTz>
- All our Members agree that there are to be no discussions about religion or politics and expect the same from all visitors and those using the Event Space. These are divisive topics and we work hard for inclusivity and coming together as Makers at TinkerMill.
- Provide First Rate Service. Every TinkerMill visitor is special and important and shall be treated as such under all circumstances.
- Make sure the Event Space door is fully closed when your event is over.
- If the garage door is used, make sure the garage door latch is latched.
- If the heater is used, please make sure it is turned all the way down after use.
- You are expected to leave the space in the same or better state of cleanliness and orderliness as found upon arrival.
- You shall be mindful at all times of the security of the building and of any potential safety hazards. Licensee shall advise guests not to leave valuables in any unattended area of the facility. No burning of any kind of materials is permitted.
- Children must be supervised at all times and require their legal guardians on-site.
- No equipment or furnishing may be stored other than during the rental time.

**By licensing the event space you understand that:**

**LIMITATION OF LIABILITY** - To the extent permitted by law, the licensee and guests of the licensee may not hold TinkerMill liable for injuries or damages arising out of the licensing agreement or the use of the space.

This agreement is the final and complete agreement of the parties with respect to the subject matter hereof such that it merges with all prior or contemporaneous written representations to the extent they do not contradict the agreement. No modification of or amendment to this agreement shall be effective unless in writing and signed by each of the parties.

***Licensor understands and agrees to all stated terms and conditions in this document (licensor refers to individual, business, group, or nonprofit reserving the Event Space and all guests of the licensor).***

**Licensor Name:**

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**Licensor Business/Nonprofit (if applicable):**

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**Date Signed:** \_\_\_\_\_