



CHEF SPACE RUSSELL FOOD HALL INFORMATION & RENTAL AGREEMENT

Located at 1812 W Muhammad Ali Blvd, Chef Space can accommodate a variety of events and layouts.

To book the facility, contact 502-566-6076.

RATES

Event Type	Hourly Rate (4 hour minimum)
Individual/Non Profit	\$75 per hour; \$100 security deposit
Corporate/Business	\$100 per hour; \$100 security deposit
Wedding/Formal Events	\$100 per hour; \$100 security deposit

All events must conclude at 11pm. Renters have from 11pm – midnight to break down and clean up the space. Renters receive one free hour of set up, and one free hour of break down. **Additional set up/break down hours will be \$100 per hour.** For break down assistance, a kitchen steward is available at \$20 per hour.

RESERVATIONS

Renters will need to include set up and clean up hours when reserving the space. A security deposit is required to secure a date along with a signed Rental Agreement. The security deposit is in addition to the rental fee payment and will be refunded within a week of the event if the space is left in good condition and the renter complies to the signed rental agreement.

Two weeks before the event date, please provide full details on the plan for set up, clean up, and catering. At this time, full payment is due.

REFUND POLICY

The rental deposit and security deposit are non-refundable if the event is cancelled within 14 days of the event date. There is a \$150 fee for canceling 6 days prior to the event.

EVENT LAYOUT

Event layout selections:

- Classroom layout (50 people)
- Seated lunch/dinner layout (50-75 people)
- Reception/Cocktail layout (100)



WHAT'S INCLUDED

- Russell Food Hall Event Space
- Access to Chef Space lobby restrooms
- Access to Chef Space parking lot for guests
- (5) 5ft. round tables, (6) 3ft. round tables, 45 chairs
- Wireless Internet
- Easy Loading and Unloading Area
- An on-site venue representative to provide assistance with the venue and make sure your event goes smoothly from beginning to end
- One free hour of set up, one free hour of clean up.

OUTSIDE RENTALS

Outside rental agencies must provide tables, chairs and other necessary supplies for parties over 45 people. Rental items may be delivered the day before an event. Rental items must be broken down and neatly stored immediately after an event.

Rental items must be picked up the day after the event, or the Monday after the event if the event is held on a weekend. The space must be left in pre-event condition one hour after the event.

CATERING

Chef Space is proud to represent our members. If you are interested in catering options, our team will design a proposal for you that will include meal items and pricing.

PROMOTIONS

For events that are hosted at Chef Space, branding and language including the brand image and logo of Chef Space must be approved by the Community Ventures Marketing Team.

PARKING

Event guests should park in the lot behind the building or on the street.

INSURANCE

The insurance requirements for using the facility is a licensed caterer designation from Louisville Metro Health and will need to demonstrate at least \$1 million of liability insurance in order to serve food. This should be included under the liability insurance required for Chef Space.



ALCOHOL

Alcohol is not permitted onsite in Chef Space for events, however Chef Space officials may approve alcohol for an event on a case by case basis. Chef Space will not provide alcohol, but a licensed caterer is permitted to supply alcohol for events if approved by Chef Space for the event.

Please sign to verify the following statement.

I, _____, understand and will abide by the alcohol policy. I will NOT have or serve alcohol at my event. I understand that if alcohol is present at my event without prior approval, my event will be cancelled immediately.

Renter Signature

Staff Signature

Date

AUDIO VISUAL

Audio visual equipment (projector and screen) is available upon request at an additional fee of \$75.

SPACE DECORATIONS

Temporary wall and table decorations are permitted with prior approval. Chef Space is equipped with a light fixture that can be adjusted by staff. No decorations or additional lighting can be hung from the light fixtures or ceiling.

MUSIC

Music decibel level will have to be approved by the Chef Space team prior to the event depending on time. Please alert the team to the size and type of musical accompaniment you are considering.

Please note that we cannot have amplified sound before 5PM, Monday - Friday as there are several businesses in our building during those hours.

LIGHTING

ChefSpace allows votive type candles (enclosed in glass), where they are easily monitored.



C H E F S P A C E
A K I T C H E N I N C U B A T O R
by Community Ventures

CLEAN UP

Renters must leave the space the way it was found at the beginning of the event. Chef Space tables and chairs should be set to their original orientation and all trash from the event room should be taken out. All outside items, furniture, glassware, flatware, decor must be removed at the end of the event. The Chef Space cleaning crew will take care of cleaning the floors, countertops, bathrooms etc. Immediate attention to any spills or messes is required by the individual renting the space.

All event guests must leave Chef Space by 11pm. The renter has from 11pm until midnight to break down the event and clean up the space.

RENTAL DETAILS:

Event Date: _____ Guest Count: _____

Event start time: _____ Event end time: _____

Caterer: _____ Phone: _____

Outside Rental Agency: _____

CHECK ONE:

Individual/Nonprofit _____

Corporate/Business _____

Wedding/Formal _____

RENTAL FEES:

Security Deposit \$ _____

Hourly Rate \$ _____ Number of Hours _____

Additional steward hours for cleaning (\$20 per hour) _____

Projector & Screen (\$75) _____

Conference Room (\$25/hour) _____

Total rental fee to be paid (including security deposit): \$ _____



RENTAL PAYMENT BREAKDOWN:

\$ _____ security deposit

\$ _____ (remaining balance) due two weeks before event date

I, _____, hereby agree to all of the terms stated above in this contract. I understand that if payment is not received within the designated time period, Chef Space reserves the right to process credit card information on file as payment.

Renter Signature: _____

Date: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Chef Space Signature: _____

Date: _____

Credit Card Number: _____

Expiration Date: _____

CVV Code: _____

Billing Zip Code: _____