

Basics Co-op The Community Room Contract

Contact: Customer Service (608) 754-3925 (ext. 101) basicscommunityroom@gmail.com

Thank you for considering The Community Room for your event! The Community Room holds up to 75 guests and is located conveniently inside Basics Cooperative Natural Foods at 1711 Lodge Drive, Janesville WI 53545. Our attached parking lot offers plenty of free parking.

Please contact us to find out if the day(s) and time(s) you prefer are available. Include setup and take down/cleaning time in your inquiry. If you have an ongoing event (ex: 1st Monday of each month) a new contract must be approved for each calendar year.

The room will not be held without both payment and a completed contract.

RATES: Basics Co-op Owners: \$20 up to 4 consecutive hours. General Public: \$40 up to 4 consecutive hours. For ongoing events, you may opt to provide credit card information (back) and you will be charged for the month's bookings on the 1st of each month. If you need to cancel your event, please contact us as soon as possible. **No refunds will be given for cancellations with less than 48 hours notice.** *Initial: _____

SCHEDULING: The Community Room is available 8 am-6:45 pm Monday-Saturday, and 9 a.m.-4:45 p.m. Sundays. Holiday hours vary. All activities, including clean-up, must be finished 15 minutes prior to store closing. Please check in at the service desk when you arrive and check out at the service desk when you leave. *Initial: _____

EQUIPMENT: Available for your use are the Basics Guest Wi-Fi, approximately 8 6-ft. tables, and 40 chairs. All objects must be kept at least 1 inch away from walls, to protect the wall mural. Tables should be cleaned, folded, and returned to the cart after use, and chairs stacked. For assistance with room and equipment setup/takedown please see Customer Service on the day of your event. *Initial: _____

DECORATING: No glitter allowed. No tape, tacks, or attachments of any kind may be used on the walls. Masking tape or painter's tape only on other surfaces. *Initial: _____

CATERING: Any food served must be purchased at or catered by Basics (celebration cakes excluded). See Basics Customer Service or basicshealth.com for catering options. Alcohol is prohibited. *Initial: _____

ADVERTISING & SALES: Permission to use the Basics Community Room does not imply sponsorship or endorsement by the staff of Basics, its Owners, or the Basics Co-op Board of Directors. **Public announcements regarding events not co-sponsored by Basics must include the following disclaimer: "Independent event not affiliated with Basics".** Basics does not co-sponsor or advertise Community Room activities with regard to religious or political affiliation. You may collect fees or charge for non-competing products/services inside the room if you choose, however; soliciting Basics customers for the purpose of selling products or services or recruiting to a cause is not permitted unless expressly approved by Basics management prior to the event. Handouts must be approved by the Manager on Duty prior to distribution outside The Community Room. To request placement of an ad for your event in-store advertising please email basics4amber@gmail.com for current advertising rates and policies. *Initial: _____

CLEANING: Please sweep the floor and wipe down surfaces after use. Cleaning supplies are located under the kitchen sink. Basics will remove garbage and recyclables. Failure to leave the room clean after your booking will result in a charge of \$20 per hour for cleaning services. *Initial: _____

