

# ROOM 1520

## Event Guidelines

### Holds

Dates may be placed on a soft hold for a maximum of three business days without a deposit. If a second party becomes interested in the date, then the patron holding the date will have two business days to put down the 50% rental fee, \$500 security deposit and sign the contract or release the date

### Deposits

Fifty percent (50%) of the rental fee, a \$500 security deposit (which includes a \$250 cleaning fee and the remaining \$250 will be refunded pending no damages), and a signed room 1520 Venue Contract are required to reserve the date. The remaining 50% balance is due no later than 30 days prior to the event.

### Cancellations

Cancellations must be submitted in writing to Room 1520. Should client cancel the event then, the the client will forfeit the initial 50% rental fee deposit, but will receive a full refund of the \$500 security deposit within three weeks after such written notice is received. Should client cancel the event 30 days prior to the event, then client will be held responsible for paying to Room 1520 the remaining 50% rental fee deposit and will forfeit the entire initial 50% rental fee deposit, but receive a full refund of \$500 security deposit. Dates are transferrable/changeable for an extra fee 6 months prior to the event. Dates are non transferrable/changeable within 6 months of the event.

### Catering

Room 1520 does have a preferred catering list. Our clients are required to use a caterer from this list.

### Liquor

Room 1520's bar program was thoughtfully curated to provide our clients with the best options for their guests. Since each event is unique, pricing is available by request.

