

VRTX Venue Rental Agreement

*This Rental Agreement (“Agreement”) is entered into between **VRTX Events LLC**, operating as VRTX (“VRTX”), and the booking party (“Renter”).*

VRTX is located at:

1416 Hardy St, Houston, TX 77026

Contact: **vrtxhouston@gmail.com**

By booking the venue through the VRTX website (<https://vrtxhtx.com/>), the Renter acknowledges that they have read, understood, and agree to this Agreement and the VRTX House Rules in full.

Binding Agreement

This Agreement is binding upon any individual or organization (“Renter”) who:

- Submits a booking request
- Makes payment toward a booking
- Uses or accesses the venue

Booking, payment, or use of the venue constitutes full acceptance of this Agreement, regardless of whether the Renter has physically signed a contract.

Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas.

Event Timing & Hours of Operation

Events must begin and end within the approved rental window.

Events must end on time and fully clear the venue within the approved rental window. Exceeding the scheduled end time will result in additional fees and may result in immediate shutdown.

Hours of Operation:

- *Friday & Saturday: 7:00 PM – 2:00 AM*
 - *Load-in begins at 7:00 PM unless otherwise approved in writing*
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Capacity

*The maximum occupancy of VRTX is **200 persons at any given time.***

The Renter agrees not to exceed this limit under any circumstances and must comply with all applicable safety and fire code regulations.

VRTX Rights & Authority

VRTX reserves the right, at its sole discretion, to:

- *Deny entry to any individual*
- *Deny or cancel a booking*
- *Pause or shut down an event*

This may occur for safety, compliance, operational concerns, or violations of this Agreement or the House Rules.

VRTX reserves the right to refuse service, including bar service or event support, to any individual or event at its sole discretion.

VRTX decisions made for safety or compliance are final.

Booking, Cancellation & Refund Policy

- Full refunds are available for cancellations made **at least 30 days prior** to the event date.
- Cancellations made **within 30 days** of the event are eligible for **up to a 50% refund**, at VRTX's discretion.
- Cancellations made **within 14 days of the event** may result in **reduced or no refund**, at VRTX's sole discretion.
- Events canceled by VRTX due to **policy violations, non-compliance, or failure to meet agreement terms are not eligible for refund.**

Shutdown / Interruption Refunds:

- Events shut down due to **violations, safety issues, or non-compliance** are **not eligible for refund.**
- Events impacted by circumstances outside the Renter's control (e.g., power outage, government action, emergency response) may be eligible for a **partial or full refund of the deposit**, at VRTX's sole discretion.

Rescheduling:

- One reschedule is permitted if requested at least **30 days prior** to the event date.
- Additional reschedules may incur fees or result in cancellation.

All requests must be submitted to vrtxhouston@gmail.com.

Payment Terms

- Renters may pay **50% at booking and 50% no later than two (2) weeks before the event.**
 - The initial payment secures the booking and is subject to the cancellation policy above.
 - Failure to complete payment by the deadline will result in **cancellation without refund.**
 - All payments must be completed prior to the event unless otherwise approved in writing.
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Pricing & Services

- *Venue Rental: \$1200*
- *BYOD (Bring Your Own Drinks): \$200 additional fee*
- *18+ Event: \$200 additional fee*
- *Equipment Rental: Varies based on availability*

*All events are assumed to be **21+** unless the **18+** option is purchased and approved.*

VRTX may offer additional services at its discretion. Pricing is subject to change but will not affect confirmed bookings.

Alcohol Policy & Liability

*VRTX may provide a **licensed third-party bar service**.*

If the Renter elects BYOD:

- *The Renter assumes full responsibility for ensuring compliance with all applicable laws.*
- *The Renter is responsible for monitoring consumption and guest behavior.*

*VRTX is **not responsible for alcohol-related incidents**, violations, overconsumption, or damages.*

The Renter agrees to indemnify and hold harmless VRTX from any claims, damages, or liabilities arising from the distribution, consumption, or misuse of alcohol at the event.

Independent Event Status

All events hosted at VRTX are independently organized by the Renter.

VRTX acts solely as a venue provider and does not produce, manage, or assume responsibility for the event unless explicitly agreed to in writing.

Marketing & Promotion Compliance

- *All events must be clearly labeled **21+** unless approved otherwise.*

- Alcohol, BYOD, or bar service may **not be mentioned or depicted** unless explicitly approved.
- Failure to comply may result in **event cancellation without refund**.

Posters must be submitted within **48 hours of booking** or VRTX may use a placeholder graphic.

Marketing Guidelines (Posters)

Format & File Type

- Aspect ratio: 3:4 or vertical reel format
- Recommended size: 1080 × 1440 or 1080 × 1920
- File type: PNG only

Required Information

- Must clearly state **21+** (or 18+ if approved)
- Must include venue address exactly as:
1416 Hardy St, Houston TX 77026

Content Rules

- No illegal activity, hate speech, or prohibited content
- No explicit claims that alcohol is being served

Submission & Usage

- Posters must be submitted within 48 hours
- Posters are considered final upon submission
- VRTX may use posters for website and promotional purposes
- VRTX does not edit or redesign submitted materials

Failure to comply may result in VRTX using alternative promotional assets.

Promotion Support (Courtesy Only)

VRTX may provide promotional support at its discretion, including:

- Website placement
- Social media posts
- Story collaborations

Promotion is **not guaranteed** and does not replace the Renter's responsibility.

Crowd Management, Security & Conduct

The Renter is fully responsible for the behavior of all guests, artists, and collaborators.

VRTX may provide on-site security; however, this does not replace Renter responsibility.

Failure to maintain proper conduct may result in:

- Additional fees
 - Early termination of the event
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Equipment, Decor & Use of Space

- All items must comply with House Rules
- No installations or modifications without approval
- All items must be removed by the end of the rental period

Additional fees may apply for:

- Overtime staffing
 - Cleaning
 - Damages
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Ticketing, Door Sales & Merchandise

- All sales are handled exclusively by the Renter
- VRTX does not process payments or manage transactions

Damage, Liability & Loss

The Renter is responsible for any damage to:

- Venue
- Equipment
- Surrounding property

VRTX is not responsible for lost, stolen, or damaged personal property.

Indemnification

The Renter agrees to indemnify, defend, and hold harmless VRTX Events LLC, its owners, employees, contractors, and affiliates from and against any and all claims, damages, liabilities, losses, costs, or expenses (including legal fees) arising out of or related to the event, including but not limited to:

- Personal injury
 - Property damage
 - Guest conduct
 - Violations of laws or regulations
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Insurance Requirement

VRTX **may require** the Renter to obtain **event liability insurance** for use of Studio F, depending on the nature and risk level of the event.

Events where insurance is more likely to be required include, but are not limited to:

- Events with **larger attendance (e.g., 50+ guests)**
- Events involving **alcohol service (sold or provided)**
- **High-energy or higher-risk events** (as determined by VRTX)
- Events involving **third-party vendors, equipment, or installations**

- Events such as **live performances, private parties, weddings, photo/video shoots, art shows, or similar gatherings**

If required, Renter must provide:

- *A valid certificate of insurance prior to the event date*
- **Minimum coverage of \$1,000,000 per occurrence**
- **Naming VRTX and the property owner (if applicable) as additional insured**

Failure to provide proof of insurance, if requested, may result in:

- *Denial or cancellation of the booking*
- *Loss of deposit (if applicable)*

VRTX reserves the right to require insurance for any event at its sole discretion. VRTX is not responsible for obtaining insurance on behalf of the Renter.

House Rules

The VRTX House Rules are incorporated into this Agreement by reference and are fully enforceable as part of this Agreement.

Enforcement & Termination

Violations of this Agreement or the House Rules may result in:

- *Removal of individuals*
- *Event shutdown*
- *Additional fees*

Refunds will be handled in accordance with the policies outlined above.

Force Majeure

VRTX shall not be liable for failure or delay due to events beyond its control, including but not limited to:

- *Natural disasters*
- *Power outages*
- *Government actions*
- *Public health emergencies*
- *Civil unrest*

VRTX may, at its sole discretion:

- *Reschedule the event*
- *Issue a partial or full refund*
- *Provide alternative arrangements*

No additional compensation shall be owed.

Acknowledgment

By booking or attending an event at VRTX, the Renter and all attendees acknowledge that they have read, understood, and agree to comply with this Agreement and the VRTX House Rules.