



1330 North 25th Street, Richmond, VA 23223

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www.themarketat25th.com

Please check for available dates at www.themarketat25th.com/events

Community Room Guidelines and General Information

- The Market at 25th Community Room is intended for education, entertainment and engagement that does not, in any way, include solicitation of services or product outside of The Market at 25th.
- Space reservation requests must include details of event prior to reservation being approved. Space reservation form is located online and at the Customer Service Desk.
- Meeting Space use must be within regular store hours.
- Community Room Fees:
 - \$25 for up to two hours of use (which includes set up and clean up time). Fee must be paid to the Customer Service Desk or check mailed to The Market at 25th prior to room use.
 - Additional Cleaning Fee Deposit of \$25 required upon check in. Cleaning Fee Deposit will be refunded upon check out after room is inspected by Customer Service Supervisor or Store Leadership.
 - Television monitor and internet capability will be available but no technical support services are available from The Market at 25th. An HDMI cable is provided, and the organization can borrow a keyboard and monitor remote, but must leave a \$50 deposit for each item, which is refunded at the time of the borrowed items' return.
 - Nonprofit organizations are exempt from Community Room Rental Fee if their meeting or programming is free for attendees. If there is a charge for attending, the nonprofit organization will be subject to the standard fee of \$25 for up to two hours of use, and an additional \$25 for each additional two hour increment. Nonprofit organizations are still subject to the Cleaning Fee Deposit and technology deposit.
- Outside food and beverage is not permitted in the Community Room. Those using the Community Room can purchase food and beverage directly from The Market at 25th or order catering through our Deli Department for any food and beverage needs. Please indicate if catering is needed on your Space Reservation Form.
- Alcohol can only be served if:
 - Approved by Store Leadership
 - The event is private (i.e., not open to the public and not in a public place).
 - The organizer obtains a banquet license here:
 - <https://www.abc.virginia.gov/ebanquet/public/welcome.do>

- Agreed upon Community Room time and/or date reservation changes and cancellations must be approved by The Market at 25th.
- The contact person for the organization must check in upon arrival and out before departure with Store Leadership, who will walk the room to be sure damage has not occurred during the organizations' use of the Community Room, and the room is returned to its original state.
- All setup and clean-up is the responsibility of the organization. The room must be returned to the state it was in prior to your use of the space.
- If the kitchen space and / or equipment is used, cleanup to the original state is required.
- After kitchen use it is the organization's responsibility for gathering trash, washing all dishes and tools, wiping counters and restoring kitchen space to its original state.
- Any damages to the Meeting Space or Kitchen will be promptly corrected by The Market at 25th and the organization will be billed.
- No smoking, candles or illegal activities are allowed.
- Some organizations may be required to provide proof of insurance naming The Market at 25th as loss payee.
- The Market at 25th is not responsible for store and Community Room closure due to damages, repairs or weather.
- The kitchen area and its contents are provided on an "as is", without any warranties. The organization must acknowledge and agree that: (i) you will be solely responsible for any and all risks, injuries, damages or losses of any kind or nature arising as a result of any activity undertaken by you or any person assisting or supporting you during the demonstration/meeting and (ii) you hereby waive, release and discharge The Market at 25th and its affiliates', officers, employee's and directors from any liability may arise as a result of any activity undertaken by you or any person assisting or supporting you during the demonstration.
- There are inherent risks in all activities. The organization voluntarily assumes such risks and specifically the risks associated with demonstration kitchens. Demonstration kitchens present risks that include, among others, sharp knives, hot stoves and a variety of ingredients that may cause allergic reactions. These ingredients include, among others, honey, soy, grain, seeds, nuts, fruit, vegetables, spices, herbs, meat, dairy, bouillon, chocolate, sweeteners and flavorings. The Market at 25th assumes no liability for any risks.
- The organization must voluntarily waive any claims against The Market at 25th and its owners and representatives for injury or loss in connection with a demonstration at the store.
- The Market at 25th reserves the right to refuse service to anyone at any time for any reason.