



## The Retort Venue Rental Policy

### ELIGIBILITY & MISSION ALIGNMENT

Our mission is to advance equity and access by providing an inclusive, affordable event space that empowers nonprofits, artists, and community groups to gather, collaborate, and create meaningful social and cultural impact.

Our venue prioritizes events that align with our mission and we welcome bookings from nonprofits, artists, community groups, and mission-aligned partners.

We reserve the right to decline events that pose safety, legal, or operational concerns and/or events that don't align with the mission and values of The Diatribe and The Retort.

### BOOKING REQUESTS

- All events must be requested through our official booking form.
- Requests should be submitted at least **6 weeks** in advance.
- Submitting a request does not guarantee availability or approval.

Bookings are confirmed only after:

- Approval by venue staff
- Signed rental agreement
- Payment of required deposit and 50% of total rental fee.

### RENTAL MODEL

We operate on a **sliding scale rental model** based on the renter's financial capacity.

- Renters self-select the appropriate tier in good faith
- Fees are designed to support access while ensuring venue sustainability
- Additional services (A/V, staffing, cleaning, etc.) may incur added costs

#### ● Tier 1 — Community Access Rate

- Nonprofits with operating budget under \$100,000
- Individual artists and community members
- **Rates:**
  - **Mon-Thurs - \$300 (5 hrs)**
  - **Fri-Sun - \$400 (5 hrs)**
  - **\$50/each additional hour**
  - **Cleaning Fee - \$100**
  - **Deposit - 50%**



- **Tier 2 — Standard Nonprofit Rate**
  - Nonprofits with operating budget \$100,000-\$500,000
  - Community businesses hosting mission-aligned events
  - **Rates:**
    - **Mon-Thurs - \$400 (5 hrs)**
    - **Fri-Sun - \$500 (5 hrs)**
    - **\$100/each additional hour**
    - **Cleaning Fee - \$200**
    - **Deposit - 50%**
  
- **Tier 3 — Sustaining Rate**
  - Nonprofits with operating budget over \$500,000
  - Corporate or private rentals
  - **Rates:**
    - **Mon-Thurs - \$500 (5 hrs)**
    - **Fri-Sun - \$600 (5 hrs)**
    - **\$150/each additional hour**
    - **Cleaning Fee - \$200**
    - **Deposit - 50%**

Fee waivers or reductions may be considered for events serving historically marginalized communities (subject to approval).

#### **DEPOSITS & PAYMENTS**

- The **refundable deposit** listed is required to secure the date.
- Full payment is due **2 weeks** prior to the event.
- Failure to submit payment by the deadline may result in cancellation.

#### **CANCELLATIONS & RESCHEDULING**

- Cancellations must be submitted in writing.
- Cancellations 2 weeks or longer before the event date will receive a full refund.
- Cancellations within 14 days of the event will receive a 50% refund.
- Cancellations within 7 days of the event will receive a 25% refund.



## **EVENT USE & CAPACITY**

- Events must adhere to the agreed-upon time, layout, and capacity limits
- Setup and teardown time must be included in the booking window
- Renters are responsible for staying within fire code and occupancy limits

## **CONDUCT & SAFETY**

- All events must comply with local laws and venue policies
- Discriminatory, hateful, or harassing behavior will not be tolerated
- Renters are responsible for the conduct of their guests
- Security may be required for certain events at the renter's expense

## **ALCOHOL, FOOD & VENDORS**

- Alcohol service must comply with local regulations and venue approval
- Outside catering or vendors may require prior approval
- Renters are responsible for permits, licenses, and insurance if required

## **INSURANCE & LIABILITY**

- Renters may be required to provide proof of liability insurance
- The renter assumes responsibility for damages caused during the event
- The venue is not responsible for lost or stolen items

## **ACCESSIBILITY**

We are committed to accessibility and will work with renters to accommodate access needs. Renters must notify us of any specific accessibility requirements in advance.

## **RIGHT TO REFUSE OR TERMINATE**

We reserve the right to refuse, cancel, or terminate an event if policies are violated or if safety, legal, or mission concerns arise.