



Inspiration Neighborhood Center AKA I. N. C.

Is a local shared work space community that is an incubator to encourage entrepreneur success, and productivity through collaborations and partnerships. We provide affordable venue for organizations in the form of shared office space in the Hampton Roads community.

Key Values

- Community and Collaboration
- Accessibility and Diversity
- Productivity and Problem solving
- Small business growth
- Resource Accessibility
- Diversity of Entrepreneurs

Mission and Vision:

- To provide affordable shared office/coworking community that encourages professional growth and success, networking, idea sharing, and talent development, while serving as a community resource to members and beyond.
- To bring together a range of organizations either for profit and non-profit businesses, creating new possibilities through collaborations and partnerships.
- To provide an incubator for innovations that can improve Newport News Small business development that has direct impact on the communities continued economic success.

Amenities

- 6000 Square Feet of Work Space and Event Space
- Wi-Fi/Projector/Microphones
- Computers/Desk
- Café Station/Child Play Area
- Conference Room
- Ample Parking and convenient location on Jefferson Ave

INSPIRATION SHARED WORKSPACE MEMBERS PACKAGES/PRICING (pricing and availability subject to change)

Full-time and Part-time members have access to 6,000 square feet work space:

- Main Suite A- Mon-Fri 9am-7pm, Sat 9am-3pm (Additional access upon request)
- Studio Suite B- Mon-Saturday 10-7pm
- Sundays Available to Supporter Members Only

Full Time members also receive 8 hours of event space usage per month.

Full Time membership options include: Hot-desking

- Unlimited use of “hot-desking” or flex/lounge space
- \$199/month ... approx. \$8 per day!

Dedicated desk (4 more seats available)

- Unlimited use of facility with a dedicated workspace
- \$299/month ... approx. \$12 per day!

Part Time membership options include:

- 12 days of flexible community use per month
- \$139/month ... approx. \$11.50 per day!

8 pack

- 8 days of flexible community use per month
- \$99/month ... approx. \$12.50 per day!

Additional Membership Options Include: Single Day Passes:

- \$20 each (\$150 for 10)
- Facility available Mon-Fri 8am-5pm
- Meeting room use with each pass
- Call one day prior to use
- May be shared with team members and do not expire

Supporter Members and Community Partner Organizations:

- \$399 per month
- Special Events access beyond normal hours of operation (6am to 12 am)
- Priority Scheduling on Monthly Calendar Events Space Ste. B
- Invitations to events
- Suite B special event and meeting room space discounts
- Dedicated Desk in Suite A
- Suite B Up to 5 hours of usage weekly and additional 10 hours monthly.

Rental Contract 2019 I.N.C.

Event Date ____/____/____ #Guests _____ Event Type _____ Coordinator _____

Client/Responsible Party Printed Name _____
Address _____ City _____ State _____ Zip _____

Phone _____ Email _____ Client Signature _____ Date _____

ACGM Inspiration Center agrees to rent to listed responsible party the room(s) and/or area(s) indicated below. By signing above, responsible party agrees that he/she is at least 18 years of age and is bound by all policies in this contract. Responsible party takes sole responsibility for any damage to responsible party self, responsible party's property, any actions of their attendees, sober and/or intoxicated guests, attendees' property, any damages to ACMG property, whether inside or outside building, and whether before, during, or after event times. Responsible party will provide a safe alternative for intoxicated guests to arrive to their destination. Responsible party also releases Inspiration and its' owners of all the responsibilities stated in this paragraph. Responsible party agrees to be solely responsible for any damage/loss and/or missing items of Event Central's property AND the client's personal property or any injuries to or by your guests or group. Responsible party also agrees to be solely be responsible for and pay any costs associated with any injuries, liabilities, and/or legal suits initiated by or for your guests and/or any attendee at their event for any situation occurring during their event or the use of ACMG property, including, but not limited to any falls and/or ALL injuries to self and ANYONE attending event using any area of ACMG property. Replacement cost of property is due and payable at time of event end. By contracting Event Central's facility, you are responsible for the actions of those you include in your event and must follow and enforce all facility and city regulations with your guests, family, hired vendors, etc. If suit transpires from the use and/or occupancy of ACMG building, any suit must be initiated in Newport News Civil District and client is responsible for ALL ACMG attorney's fees/court costs and the attorney's fees/court costs for any attorney hired in the matter, whether by client or outside party and no matter outcome of suit. _____ client initial _____ NO live flames in centerpieces _____ NO glitter _____
NO confetti _____ NO gum on candy station _____

400sq	30/60	Round/Theater	\$45	\$250 8hr
800sq	60/100	Round/Theater	\$75	\$500 8hr
2000sq	80/150	Round/Theater	\$150	\$1000 8hr

Wedding Package A \$4999 for 100 *Event Planning Package \$2500
Catering \$1500 *Includes Usage of Suite A Chapel (2hrs free) and Suite B Hall for 8 hours
\$1200 Chairs and Tables for Banquet, Photo Area and Lounge Suite A

Wedding Package B \$1999 for 50 Everything in A but less people

Conference Package C \$999 for 50 6 Hrs. Suite B Hall *\$450 Catering Buffet
Table Covers & Runners \$375 and Hall Rental

Conference Package D \$1999 for 75 10 hours Suite A & B *1 evening & next day brunch*
Includes Catering, Basic Table Covers & Runners, Hall Rental,

BANQUET FACILITY DETAILS OF AGREEMENT

Banquet Setup Time _____ to _____

Rehearsal Day _____ Time _____

Banquet Event Time Arrival _____ Departure _____

Ceremony Time _____ (Saturday 3pm or after/Sunday anytime)

Banquet Cleaning Time Start _____ Lock Up _____

Chapel Time guests arrive _____ guests to banquet _____

(Last hour is FREE for hourly clients and used for cleaning and load out time.)

Wedding Party to banquet facility _____

Walk through on... Day: _____ Time: _____

Final payment & guest count due _____ (15 days prior to event.)

Package A \$100.hr x _____ hours = _____ Chapel Hr. DATE PAYMENT _____ BALANCE

Package B \$100.hr x _____ hours = _____ Banquet Hr. _____ Payment _____

Package C \$1000.day _____ Banquet Day _____

Package D \$1200. Day Chapel2hr _____ BanqChapel2 _____

Cleaning Fee \$100. (required) +\$100. Cleaning Table Chair Setup/Breakdown Fee \$100.

Signature of Agreement _____ **Director** _____ **Date** _____

Auto Payment Required 90-day contract _____ Start Date _____

CC # _____ Signature _____ Date _____

Name _____ Billing zip code _____ 3-digit Code _____

Paypal Invoice _____ Date _____

Deposit _____ Balance Due _____ TOTAL _____

_____ PAYMENTS, CANCELATION POLICY, ADDITIONAL TIME 35% of total is 1st payment upon booking and remaining balance 15 days prior to event date. Contract void and all payments forfeited, if not paid by due date. Payments for facility rental are CASH or CREDIT/DEBIT CARD (card must belong to client on contract). 3% surcharge for cards is charged by the card company. No refunds. Contract cancelled at any time will forfeit all payments. Rescheduling may be done 61 days or more before the event. Reschedule date is not available, the above policy applies. Starting event later than contracted does not allow staying later, unless additional hours are purchased at \$100. an hour. Inspiration Center is not responsible for loss of power, water, heat, or other utilities due to weather, mother nature, or the misuse of such utilities by attendees. The no refund policy will apply. Renter will be charged \$100. hour, if all persons have not vacated the rental area by the end of the contracted time.

_____ CHAPEL EQUIPMENT Use of chapel sound equipment and décor is available at no charge but is not guaranteed.

_____ ALCOHOL AND OUTSIDE FOOD Outside food is permitted. No cooking is allowed, only warming. Will this event have alcohol served? ~ YES or NO ~ (Circle the correct answer) Alcohol not permitted on premise without a posted liquor license by the responsible party on this contract. Consuming alcohol on Inspiration Center premises without a liquor license will void contract and event will immediately be shut down, all guests will be instructed to leave, and clean-up must be completed immediately. No refunds will be issued. ABC permit must be posted next to bar. Responsible party on this contract is fully responsible for all guests, whether intoxicated or not intoxicated. Selling alcohol at ACGM is prohibited. License can be obtained at the ABC office. 4907 W. Mercury, Newport News, 757-825-7830.

_____ SETTING TABLES AND CHAIRS Client is responsibility for setting up tables and chairs as desired and restacking at end of event, unless staff has been hired to do so at \$100. ACGM will provide tables and

chairs for day of event in the quantity requested. Kitchen/loading and front doors unlocked at beginning of setup time. Client responsible for opening garage door when they desire, and it must remain open until lockup time. Security garage door will close at lockup time designated on contract.

_____ DJ and/or DJ BOOTH DJ must be finished by 11pm or as designated on contract. WI-FI is not available.

_____ TIMES AVAILABLE Clients rent the facility for the number of hours needed to complete setup, event, and cleanup. Rooms cleaned up, décor removed, guests vacated ACGM premises, and locked up no later than designated time on contract. Times are not prorated. The latest time DJ can play is 11pm. Doors must be locked and lights out at 12midnight.

_____ PERSONAL DÉCOR The removal of all personal décor is the responsibility of client. Do not tape, tack, or otherwise attach to the walls. The paint will come off. Use of magnets is permitted on sconces and drop ceiling track only. Command strips are not allowed.

_____ SECURITY AND PERMITS All teen parties and public adult/teen events require at least 2 armed licensed/bonded security. All security must be represented in a shirt that clearly states "Security". Please keep all vehicles locked at all times. No guns allowed on premises without a proper permit. No hanging out in the parking lot or behind ACGM buildings, whether adult or minor. NO alcohol consuming in parking lot. A promoter's license is required to sell tickets to any event. ACGM is not responsible for proper permitting of event and will not do refunds in the case of violation and/or shut do

_____ CLEANING FEE A cleaning fee of \$100. is required. Walk through is performed 15 minutes prior to contracted rental time to show client where to find cleaning supplies, light switches, etc. Cleaners will arrive at time designated on contract, turn on lights, and begin cleaning list Client is responsible for removing trash from all rooms and floor AND taking trash to dumpster in parking lot, stacking chairs, rolling tables, removing personal décor, food, and gifts during the hour of cleaning and be vacated by lockup time. Cleaning fee is not refundable. The cleaning hour at end of event is free to hourly clients. If event is over and cleaning is finished, doors will be locked and all individuals are required to leave, regardless of time on contract.

_____ RENTALS If client has rented décor from Event Central, those rentals are the client's responsibility to remove and repack as stated on décor rental contract, unless other arrangements have been made and paid.

_____ EVENT INSURANCE ACGM suggests client purchase event insurance. It is not required, but if renter does not purchase insurance and a loss of any kind to products, property, self, or guests occurs, regardless of fault, renter takes full responsibility and agrees to fully release Inspiration Center and its' representatives of any responsibility and/or cost of loss, whether property or person. These statements apply whether inside building or outside on ACGM property.

_____ SMOKING AND ILLEGAL ACTIVITY Smoking is permitted outside of facility. The renter will notify ACGM or the police of any illegal activity witnessed in or around rented Inspiration Center premises. Do not allow guests to hang out in the parking lot or behind the building.

_____ FINES AND FIRE EXTINGUISHERS Fire extinguishers are supplied in the common areas and must be used without negligence, misuse, blocked, or removed from premises. Absolutely no hazardous materials are permitted in or around rented premises. Renter must not block fire exits. Client will be responsible for any fine imposed on ACGM due to renter's negligence to follow ACGM policies or the policies governed by the City of Newport News (e.g.: noise ordinance). This contract shall be governed, construed and interpreted by, thru, and under the laws of the state of Virginia and its' commonwealth.