



ROOTS & REVERIE
Booking & Use Guidelines

1. Booking & Payment

A non-refundable deposit is required to secure all bookings.

Remaining balance is due prior to event start time.

All bookings must adhere to agreed-upon time blocks. Overtime will be billed accordingly.

2. Use of Space

The renter agrees to use the space respectfully and in alignment with its artistic and professional nature.

No alterations (installations, hanging, structural changes) without prior approval.

Renter assumes responsibility for all guests, vendors, and participants.

3. Capacity & Event Type

Events must remain within agreed capacity limits.

Roots & Reverie reserves the right to decline bookings that do not align with the nature or integrity of the space.

4. Damage & Liability

The renter is fully responsible for any damage to the space, equipment, or artwork caused during the rental period.

A cleaning and/or damage fee may be assessed as needed.

5. Insurance Requirement (For Larger Events)

For larger gatherings, public events, or higher-risk bookings, the renter may be required to obtain event liability insurance.

This is typically a one-day policy naming Roots & Reverie as additionally insured.

Proof of insurance must be provided prior to the event date.

6. Media Release

By booking the space, renter acknowledges that photo, video, and audio recordings may occur during events.

Roots & Reverie reserves the right to use captured media for promotional and marketing purposes, unless otherwise agreed upon in writing.

7. Setup, Breakdown & Timing

Rental time includes setup and breakdown.

Space must be returned in the condition it was received.

8. Cancellations

Deposits are non-refundable.

Rescheduling may be permitted on a case-by-case basis depending on availability.

9. Alcohol & Licensing (ABC Compliance)

The renter is solely responsible for complying with all Virginia ABC (Alcoholic Beverage Control) laws and regulations. Any event involving the sale, service, or distribution of alcohol must obtain all required permits or licenses in advance. If applicable, a licensed and insured bartender or vendor may be required.

Roots & Reverie does not provide or assume responsibility for alcohol service, permitting, or compliance.

Proof of any required licensing or permits must be provided prior to the event date upon request.

10. Final Agreement

Booking confirms that the renter has read, understood, and agreed to these terms.