

Thank you for choosing to rent The Biz Trap for your upcoming event. All venue renters will receive an agreement and invoice, further outlining what is listed below. You are held to these policies and in the event any policies aren't abided by, additional charges can be incurred or your rental will risk being cancelled.

1. Venue rentals are **non-refundable and non-transferable for all instances**. If any out of control issues arise, you will be offered an alternative venue or rescheduling date.
2. In the event you need to reschedule or alter the location, a 40% rescheduling fee is applied. We are not required to honor rescheduling requests. The rescheduling fee does not apply to Covid-19 closures.
3. In the event Covid-19 causes a Nationwide **Mandated Closure**, you will receive a credit in the amount of your rental to be used within 90 days of the announced closure. If 90 days pass and we are still **mandated to be closed**, you will receive a full refund.
4. **All venue rentals receive a \$100 Non-Refundable Cleaning Fee.**
5. ALL transactions are electronic via Square or the booking site. We do not accept Cashapp, Venmo, Zelle, ApplePay, Cash, Checks, etc.
6. If you cancel, you are not refunded. 100% of the fee is kept.
7. If you **fraudulently dispute** any charges that are made to *The Biz Trap and or its affiliates*, for any rental dates that are in the past or future from the dispute date, you will receive a \$350 chargeback fee, your original charge will be kept, and your venue rental date will not be honored.
8. Any late payments receive a 15% per day late fee of the total amount.
9. All transactions receive a 3% EFF to offset fees we pay as small business owners and 7% service tax.
10. **Set up and break down must be included in time requested.** If you go over booked time, you will be charged **double the hourly rate**.
11. Any damages or unclean areas will result in additional fees to the card on file.
12. There are no time, venue, and/or alcohol restrictions.
13. **ALL PROMOTIONAL MATERIAL MUST BE APPROVED BY THE OWNER.** IF, there are any flyers/ promotion made w/o the approval of the Venue Owner, you will risk forfeiting your venue rental. It is imperative that we protect the rapport of our establishment.
14. All renters are required to sign a Covid-19 Liability Waiver.
15. Your event must be finalized 7 days prior to rental date. We are not required to honor any c hanges after 7 days before your rental.