



# THE EPIC LOUNGE

8239 2nd Street Downey CA 90241  
established 2002

## RENTAL APPLICATION

Function Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

Organization Address: \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

Organization Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Organization Business Email: \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

\*\*\*\*\* **EVENT DETAILS** \*\*\*\*\*

**Cost of Rental:** Sunday - Monday \$700      Friday - Saturday \$1,000

**Type of event:** \_\_\_\_\_

Requested Hours: \_\_\_\_\_

Start time of Event: \_\_\_\_\_

Start time of Clean-up: \_\_\_\_\_

Scheduled time to end: \_\_\_\_\_

**Approx. Attendance:** \_\_\_\_\_ Seated      \_\_\_\_\_ Standing

*(note: capacity is 150)*

Function Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact: \_\_\_\_\_

**EQUIPMENT REQUEST**

Use of facility chairs/tables? \_\_\_\_\_ YES \_\_\_ NO

Includes: Chairs: \_\_\_ low-back, \_\_\_ bar stools, \_\_\_ folding chairs  
Tables: \_\_\_ bar height, \_\_\_ cafe height, \_\_\_ long rectangular

Use of facility sound system? \_\_\_\_\_ YES \_\_\_\_\_ NO

Includes: Speakers, Sound board, \_\_\_ mic/stand, iPod/laptop hook-up

Use of facility lighting system? \_\_\_\_\_ YES \_\_\_\_\_ NO

Includes: Lighting instruments (i.e. strip, smart, moving, etc), light board,  
one portable cage

Use of facility projector? \_\_\_\_\_ YES \_\_\_\_\_ NO

Includes: laptop hook-up, wall screen

Use of bar service? \_\_\_\_\_ YES \_\_\_\_\_ NO

Includes: 1 bartenders, beverages, glasses/cups

One facility manager will be provided at all events.

**Special Notes/Requests:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This agreement is made and entered on \_\_\_\_\_ by and between  
David Devis (Epic Lounge) and \_\_\_\_\_ (Applicant).

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Epic Lounge Rep: \_\_\_\_\_

Date: \_\_\_\_\_

Function Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact: \_\_\_\_\_

### TERMS AND CONDITIONS RENTAL POLICY

All applicants are required to adhere to the following Terms and Conditions Rental Policy set forth by The Epic Lounge. Failure to comply with any of the Terms and Conditions listed below will automatically terminate the agreement. If Applicant is in breach of contract security deposits or rental payments may not be deemed refundable.

#### INITIAL POLICY

\_\_\_\_\_ **PAYMENT:** First payment is 50% of facility rental fee and DUE at time of signing the contract. ALL PAYMENTS ARE NON-REFUNDABLE.

\_\_\_\_\_ **DEPOSIT:** \$100.00 security deposit is due upon signing the contract. Security deposit is refundable after event if no damages are incurred by your event.

\_\_\_\_\_ **REMAINING PAYMENT:** Payment for your remaining rental fees can be made at any time. Final payment of those remaining cost is due on the day of your event (at the end of the night).

\_\_\_\_\_ **PAYMENT METHOD:** We accept payment by cashier's check or cash ONLY.

\_\_\_\_\_ **COST INCLUDES:** Security and clean-up.

\_\_\_\_\_ **CAPACITY:** Capacity is 150.

\_\_\_\_\_ **FOOD:** You may furnish your own food or caterer. Caterer must be licensed. Food may not be cooked on Epic Lounge property.

\_\_\_\_\_ **MUSIC:** Renter may furnish his own music. The music remains inside the premises.

\_\_\_\_\_ **DECORATING:** You may come in to decorate the hall any time after 1:00pm on the day of your event. There can be no use of tape, nail and other fasteners on the walls. We ask that you take your decorations with you at the end of your event.

Function Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact: \_\_\_\_\_

**EPIC LOUNGE TERMS AND CONDITIONS RENTAL POLICY**  
(continued)

**INITIAL POLICY**

\_\_\_\_\_ **SMOKING:** Smoking is PROHIBITED indoors at all times. Guests may smoke outdoors in designated areas 20 feet away from entrance.

\_\_\_\_\_ **MINORS:** No one under age twenty-one (21) is allowed.

\_\_\_\_\_ **PARKING:** Free on-site parking is available for your guest.

\_\_\_\_\_ **RESTROOMS:** Epic Lounge has one (1) men; one (1) ladies restroom and two (2) unisex/handicap restrooms on the premises.

\_\_\_\_\_ **PERSONAL ITEMS:** Epic Lounge cannot assume responsibility for any damage, loss or disappearance of any merchandise or personal items that are brought into our facility. Please make sure that valuables are properly attended to during your event.

\_\_\_\_\_ **CLOSING:** Music/entertainment must stop at 1:30 am and the bar must close at 2:00 am. The hall must be totally vacated by 2:00am.

\_\_\_\_\_ **USAGE CONDITIONS:** Outside doors shall remain closed during the event. Outside doors may not be propped open. All guests are to remain inside during the event. Guests are not permitted to loiter near or around premises.

I, \_\_\_\_\_, have read and agree to The Epic Lounge Terms and Condition Rental Policy.

Applicant Name (*print*): \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Epic Lounge Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Function Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact: \_\_\_\_\_

**WALK - THROUGH INSPECTION**  
To be filled out prior to event set-up

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_ Approved by: \_\_\_\_\_

**POST SHOW INSPECTION**  
To be filled out after event.

Post Inspection OK? YES NO

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_ Approved by: \_\_\_\_\_

Security Deposit Refund Granted? YES NO

**THE FOLLOWING TO BE COMPLETED BY EPIC LOUNGE**

Application Received: \_\_\_\_\_ Approved on: \_\_\_\_\_

PAYMENTS AND DEPOSITS							
	Cost of Rental (50% due at signing)	Amount Paid	Payment Type (circle one)	Date Paid	Balance	Balance Due	Balance Paid (paid on day of event)
<b>Rental Payments</b> <i>(non-refundable)</i>		\$ _____	Cash Cashier Check		\$ _____	\$ _____	
<b>Security Deposit</b> <i>(refundable if there are no damages)</i>	\$100	\$ _____	Cash Cashier Check		\$ _____	\$ _____	