

WELCOME TO PIKE PLACE

Modern. Friendly. Functional.

We've got you covered in hosting your next party, meeting, or event. We make it easy to entertain with a fully furnished, stylish, ready to go space.

Located in the heart of Covington, we are nestled in between bustling Mainstrasse and Downtown Covington.

Have questions? Need more info? This rental guide will cover everything you need to know to book in confidence.

We're so glad you're here.

WHERE
FRIENDS
GATHER



ARRIVAL

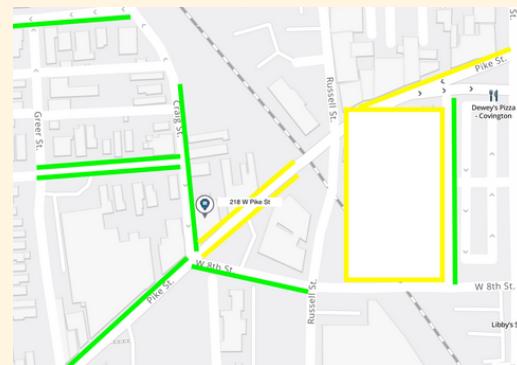
218 Pike Street
Covington, KY 41011

Before you arrive, some helpful things to note...



Parking

Pike place is located in the heart of Covington, nestled between the downtown Covington mainstreet and historic Mainstrasse. There is plenty of street parking (including free and metered spots) as well as paid parking nearby. Meter parking is free on Sundays and select Holidays. Parking Map (green = free, yellow = paid)



Self Check In

We will send you a door code through email or messenger to access the front door at the start of your booking time. Please do not arrive early, the start of your rental time is the time the code is activated. If extra time is needed, please let us know ahead of time. If you leave and come back during your time, please lock the door while you are gone. If you need help, please use the contact details at the end of the rental guide. There is no staff person on site for the booking.

Light switches are located near the front door (around the back of the wall) and in the back hallway (near the sliding door).

If anything is broken, damaged, or missing, let us know right away. This helps us take care of the issue and also avoid any costs that may be charged to the renter following the event, please reference the housekeeping list on the next page.



House Rules

Please review all of the house rules & check out instructions below. By renting this space you agree to follow all of the content in this rental guide. If you have questions about this, please contact us. Not following house rules can result in extra fees.

HOUSE RULES

DO'S



Follow all house rules, check in & check out instructions, and all terms and contents of this rental guide.

Stuff happens, please contact us immediately if anything breaks.

Arrive and leave on time (or extra charges may apply).

Please communicate the housekeeping and rules to all guests. Per our rental terms (outlined on page 15), the renter is responsible for all guests and all damage.

Return the space to "Ready to Rent" condition when you leave. This means cleaning up any messes and following all of the check out procedures.

DON'TS



Absolutely no smoking or vaping on the property (inside or outside)

No loud audio equipment, DJs or subwoofers allowed at any time. There is a residential apartment above. See rental terms for more details.

No alcohol served to any guest under the age of 21. Events must be private invite only to serve alcohol. Renter must source alcohol and must not charge a fee.

No selling of any item/good/service without prior consent. (Pop-up shops, please contact us before booking.)

No decorations hung on walls except the use of existing hooks/screws or paint safe masking tape. No scotch tape because it will damage the walls. No tape on brick.

No open flames including food warmers and candles (besides birthday candles, other unlit candles are okay). Please use electric warmers for food.

No pets (please let us know if anyone in your party has a service animal)

No confetti or glitter.

Please do not drag or move any furniture. Some things do not move. If a different layout is desired, this must be approved by us and we will move the furniture for you ahead of time.

The backyard is not a part of the rental, if you would like to rent outdoor space please contact us before booking.

Maximum guest count (including the host) is 35, extra guests are only allowed by request (additional fees apply)

Do not slam the front door, lean on the front windows, or stand/sit on window ledges. it is an old building and needs extra care!

Please ensure coolers are not leaking water and that there is no moisture leaking or spilled on the floor or any surface from any person or thing.

CHECKOUT

Leave things the way you found them.



Gather all of your belongings

Make sure you have everything you brought and nothing is left in the space!



Clean up messes

If you made any messes or spilled anything, make sure to clean up. There's a broom and mop in the closet if you need it (first door on the right). Spilled drinks and food cause damage to the floors and counters and attract bugs and pests. Additional cleaning fees may apply if the space is not returned in good condition.



Throw all trash away

Place all trash in the provided trash can and tie up the bag when you are done. 1 extra large size trash bag is included. Have additional trash? Let us know, depending on the size, additional fees may apply.



Leave on time

Plan ahead to make sure you're out when the rental time is over. Otherwise additional fees may apply.



Thermostat

Please return it to the temperature it was set at at your arrival. We'll make sure it's adjusted to be comfortable with the weather.



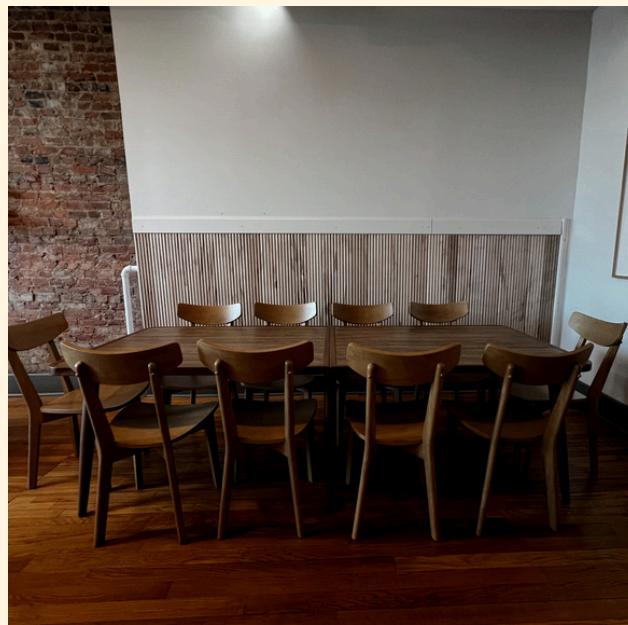
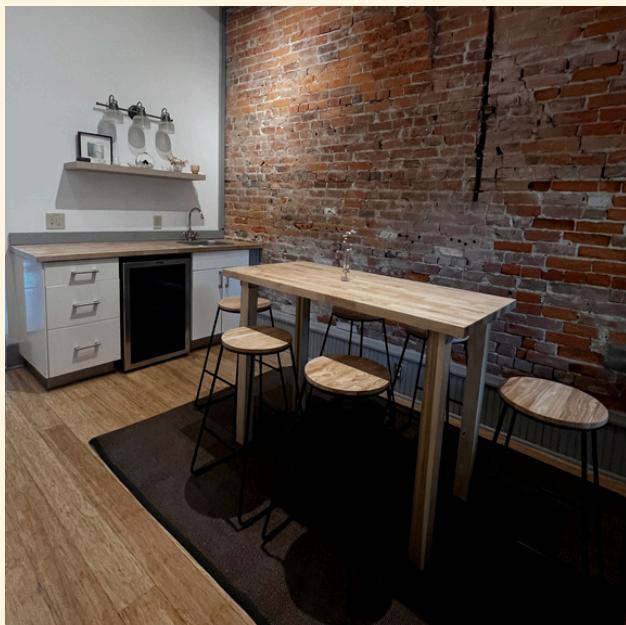
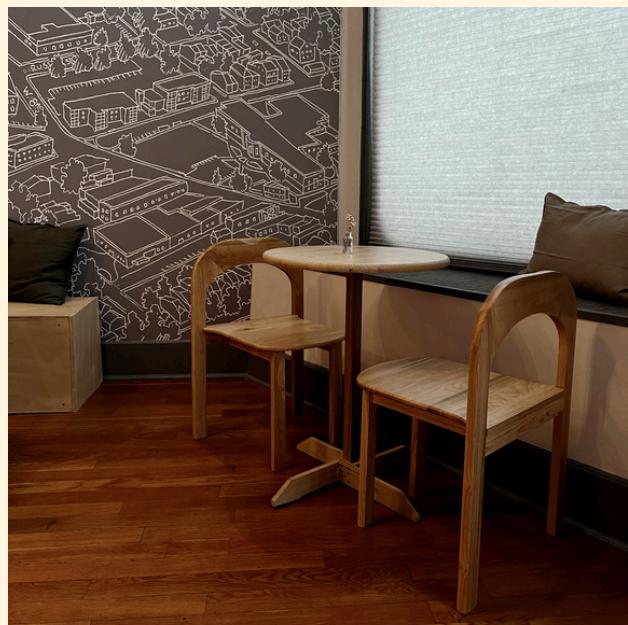
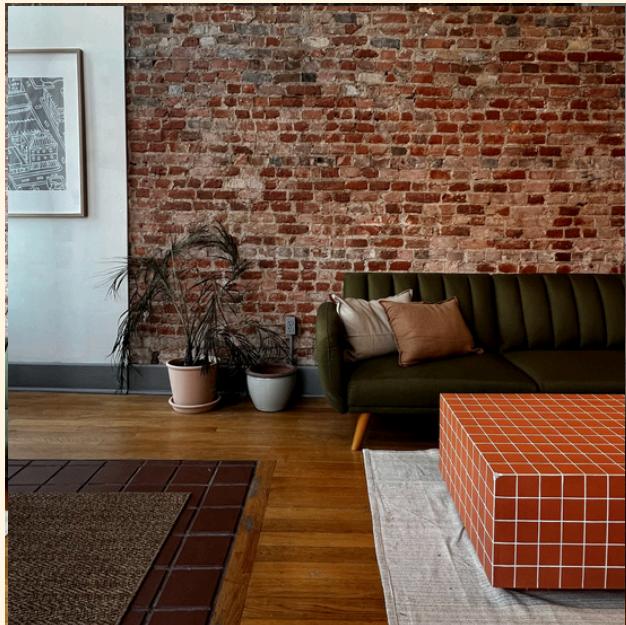
Lights

Please turn off all lights before leaving the space. Bathroom lights are automatic.



Lock the door

Once you're out, make sure the door is fully closed and press the lock icon 🔒 on the keypad. Please check to make sure is locks!



FAQs

Have more questions? Contact us :)

1 Can I tour the space prior to booking?

Absolutely! Please reach out to us to schedule a preview of the space. Pike Place is by appointment only. We allow 1, 15 minute preview of the space per booking (either before or after booking). Subject to availability.

2 WIFI?

Network - Pike Place | Password - pikeplacecov

3 What's included in the rental?

All rental packages include access to the entire space and all furniture (tables, chairs, soft seating, and bar). There are no additional services provided.

4 What about set up or tear down?

The rental time stated on your booking confirmation is the total time you have access to the space. Meaning you cannot arrive early for setup or stay late for clean up. Make sure you plan for setup & teardown time. We usually recommend 30 minutes minimum for each, larger parties need more. If you need more time, contact us beforehand. A late check out or early arrival will result in additional fees.

5 Where do I park?

Free and metered street parking is available. Please note that metered spots are FREE on Sundays. Please be mindful of parking signs. There is a paid parking lot 2 blocks from the space (type in Flow Bird Parking on maps).

6 Does the rental include any supplies?

The space has hand soap, dish soap, paper towels, toilet paper, 1 trash bag, and cleaning supplies, including a mop, broom and vacuum. We do not supply any tablecloths, chair covers, serving trays, utensils, or glassware.

FAQs

7

What do I do if something breaks?

Accidents happen. Please contact us immediately and BEFORE leaving. Broken or missing items are subject to a damage fee.

8

Can I post images from Pike Place?

Please do! We can't wait to see how you've used the space. Please credit and tag @pikeplacecov

9

Is the space ADA accessible?

Yes! We have 1 ADA approved bathroom with a toilet and sink. The main front entrance has 1 step however, guests can enter through the back where there is a small ramp to the back door. Please contact us prior to your rental if you or a guest needs access to the back entrance.

10

Is food or drink is permitted?

Absolutely! We do not have any mandatory vendors and we do not charge any on-site catering fees. You are able to bring in any food or drink that you would like. Please note that no alcohol should be served to any guest under the age of 21. If you would like help with food or drink recommendations, we are happy to connect you with some of our local favorites! Events with food or drink must be private events.

11

Is there a prep space for food?

Our back flex room has a small kitchenette (sink and mini fridge), as well as counter space and a hightop table with barstools. There is no oven or stove. It is recommended that all food is prepared before arriving. If using coolers, please be careful of any leaks or condensation.

FAQs

12 **What do I do if I left something behind?**

We aren't responsible for any lost items or items that are left behind. Please be mindful that you have all of your belongings prior to leaving the space. If you realize that something has been lost or left behind, please contact us immediately. We will hold items for up to 2 days at the space. It is up to the renter to make arrangements to pick up the items. Any items left after 2 days will be disposed of.

13 **How many people can the space hold?**

The space has enough seating for up to 35 people. We allow no more than 35 people to occupy the space at any time to ensure everyone is comfortable. Please reach out to us if you would like to rearrange any furniture or add additional guests.

14 **What's your cancellation policy?**

Free cancellation within 48 hours of booking. After 48 hours and until 2 weeks prior to your event, 50% of the rental fee will be charged. If booking is cancelled within 2 weeks of the event, 100% of the rental fee will be due.

Rescheduling Policy: Rentals can be rescheduled free of charge before 2 weeks prior to the event. After that, no changes can be made.

** Please note that cancellation & rescheduling policies may vary when booking on third party platforms.

15 **What's the Security Deposit?**

Security Deposit: A security deposit of 35% will be charged at the time of booking. After the event, if the space is returned in ready to rent condition and all terms of this agreement are met, the full amount will be refunded to you within 30 days. The security deposit is not the total cost owed if damages exceed that amount. *Does not apply to third party bookings.

Terms + Conditions

The fine print. By booking and renting the space, you agree to the rental agreement terms including the entirety of the rental guide.

I. THE PARTIES

This Pike Place Event Rental Agreement ("Agreement") takes effect once the rental purchase has been made until the end of the rental period, which is determined by the rental package purchased. Parties identified in this agreement as the "Renter" and "Landlord." Landlord and Renter are each referred to herein as a "Party" and, collectively, as the "Parties." The agreement in its entirety represents all pages of the rental guide including house rules, check in, check out & FAQ.

II. VENUE

The Renter agrees to temporarily lease, occupy, and make use of the Landlord's space - Pike Place (following all rules and terms and conditions) located at: 218 Pike Street, Covington Kentucky 41011. Hereinafter known as the "Venue."

III. LEASE PERIOD

The Renter shall have access to use the Venue for the date and time allotted in the purchased rental package. Hereinafter known as the "Lease Period."

IV. RENT

To lease the Venue, the Renter agrees to pay the flat fee in the purchased rental package. If additional time is needed outside of the purchased package, the Renter will need to purchase additional time. Payment hereinafter known as the "Rent."

V. CANCELLATIONS/RESCHEDULING

The following policies apply to both half and full day rentals. Hourly rental is nonrefundable.

a) Cancellation Policy: Free cancellation within 48 hours of booking. After 48 hours and until 2 weeks prior to your event, 50% of the rental fee will be charged. If booking is cancelled within 2 weeks of the event, 100% of the rental fee will be due.

b) Rescheduling Policy: Rentals can be rescheduled free of charge before 2 weeks prior to the event. After that, no changes can be made.

** Please note that cancellation & rescheduling policies may vary when booking on third party platforms.

VI. OVERTIME

If, for any reason, the Renter overstays the Lease Period or arrives early, the Landlord shall charge overtime. A fee equal to \$150 (1.5x the hourly rate) per hour shall be charged to the Renter for their excessive use. The landlord also reserves the right to deny overtime and require that the Renter leave at the scheduled time.

VII. PAYMENT

Payment will be made via online booking only. Rental date/time is not guaranteed until the booking and purchase has gone through. No payment will be given on site. Cash is not accepted. The acceptable methods of payment are credit/debit card, Apple Pay, Google Pay, and PayPal. **Security Deposit:** A security deposit of 35% will be charged at the time of booking. After the event, if the space is returned in ready to rent condition, the full amount will be refunded to you within 30 days.

VIII. CHANGES

Changes to this Agreement by the Renter CANNOT be Made. Unless the Landlord grants written consent, no changes can be made to this Agreement.

XI. AMENITIES

In addition to the Venue, the Landlord agrees to provide the following amenities available to the Renter:

- Small bluetooth speaker
- Included Furniture (benches, chairs, couch, bar, tables, bar stools)
- Wi-Fi Internet Access
- Kitchen Facilities (mini fridge + sink)
- Restroom (ADA compliant)
- Trash/Waste Management (trash disposal is limited to 1 large trash bag provided)

X. CLEANUP

At the end of the Lease Period, the Renter is responsible for the cleanup of the Venue. The Venue shall be given back to the Landlord in "ready to rent" condition, the same condition at the start of the Lease Period. When food and drink are present, it is the responsibility of the renter to ensure food and drinks are handled responsibly and if necessary properly cleaned up. The renter will be liable for any damage or excessive cleaning. In the event the space is not returned to "ready to rent" condition, the following charges may apply.

- smoking cleaning charge (\$500)
- excess cleaning fee (\$100+)
- spills/liquid damaged area (\$50+)
- damage to property (variable)
- additional trash (\$50 per bag or item left)

XI. MAXIMUM OCCUPANCY

At the Venue, the Landlord has a limit on attendees. There is a maximum limit of 35 attendees permitted at the Venue at any time due to fire hazard. Any violation of this section will immediately terminate this Agreement under default by the Renter.

XII. INSURANCE

The Renter shall be solely responsible for any bodily injury, property damage, or any other actions that may occur at the Venue during the Lease Period. The Renter is not required to obtain 3rd party Insurance but it is highly recommended to protect them from liability.

XIII. DISPUTE RESOLUTION

Should any dispute arise between the Parties regarding the interpretation, rights, duties, or liabilities under this Agreement, both Parties agree to engage in good faith negotiations to resolve the dispute for a period of no less than thirty (30) days before initiating any legal proceedings. If the dispute cannot be resolved through direct negotiation, both Parties agree to seek resolution of the dispute through a neutral, mutually agreed-upon mediator, before resorting to arbitration or litigation. The Parties agree to share equally in the costs of the mediation process.

If mediation is unsuccessful, both Parties agree to submit the dispute to binding arbitration under the rules of a mutually agreed-upon arbitration service. The arbitration shall occur in the same jurisdiction as the Venue. The arbitrator's decision shall be final and legally binding, and judgment may be entered thereon. Each Party will bear its own costs and fees associated with the arbitration.

In the event of litigation relating to this Agreement, each Party will bear its own attorney's fees and costs.

XIV. HOLD HARMLESS

The Renter shall be liable for any physical damages to the Venue, legal actions, and/or loss of reputation or business opportunities that the Landlord may incur as a consequence of the actions by the Renter or any of the Renter's guests or attendees during the Lease Period. The Renter agrees to indemnify and hold harmless the Landlord against any and all legal actions which may arise from the Renter's use of the Venue and the following:

- a) Right to Cancel: The Landlord reserves the right to cancel this Agreement at any time and for any reason upon providing at least 30 days' written notice to the Renter. If the Landlord cancels this Agreement for reasons other than a breach of this Agreement by the Renter, the Landlord agrees to refund the Renter any amounts already paid, including the Deposit.
- b) Failure to Comply: The Landlord, for any reason and at their sole discretion, may terminate this Agreement if the Renter fails to comply with any term, rules or guidelines in this Agreement or if the Landlord determines that the Renter's use of the Venue poses an unacceptable risk of damage or harm.
- c) Natural Disasters: If the Landlord is unable to make the Venue available for any reason outside of their control, including, but not limited to, damage to the Venue, local emergencies, acts of God, or any other types of natural disasters, this Agreement shall be canceled by the Landlord. In such an event, the Landlord agrees to refund the Renter any amounts already paid, including the Deposit.

XVII. SEVERABILITY

This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

XVIII. GOVERNING LAW

This Agreement shall be governed under the laws in the State where the Venue is located.

XIX. ADDITIONAL TERMS & CONDITIONS

The Venue will not be responsible for lost, stolen, or damaged personal property that guests/contractors bring onto the premises. The renter shall be liable for lost, stolen, or damaged guest/contractor personal property brought onto the premises. The renter shall be liable for any loss incurred as a result of theft, physical damages, or by any other means, by both themselves and their guests, to facilities and personal property.

Limits on music: Portable size speakers are allowed however the renter is not permitted to bring in loud audio equipment (ex. DJ, large speakers, or subwoofers). Music must be limited to a normal speaking volume or the equivalent of 85DB within the space (as measured by the NIOSH Sound Level Meter app for iPhones). The renter acknowledges and agrees that low frequency sounds transmit further without decay and shall be limited to not disturb the neighbors in and around the building. **All Music must end by 10PM** (in the case where the rental time extends beyond 10PM).

Unforeseen Circumstances: The venue will make every effort to repair the space in a timeline manner. In the event that the space is unusable due to any issue such as previous renters damage, leaks, electrical, safety, HVAC issues, or other problems that hinder the use of space, the Venue will cancel the booking and issue a full refund or allow for reschedule at no cost. The venue is not responsible for the loss of use or any costs the renter incurs as a result.

House Rules: In the event that any of the rules, terms guidelines or other provisions in this agreement are broken, the Venue will be allowed to take any or all of the following actions at their discretion to resolve the issue.

1. Ask the renter to cease or limit the prohibited activity via text, phone call, email, or in person.
2. Fine the renter a charge of \$50 per occurrence or rule broken.
3. Terminate the rental and rental agreement and removal of the renter and their guests immediately with no refund or compensation.

XX. ENTIRE AGREEMENT

This Agreement, along with all preceding pages, attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understandings between the Renter and Landlord.

By booking a rental package at Pike Place you agree to all the preceding terms and conditions. They have been provided to you at the time of booking. If you do not wish to agree to these terms you must reach out in advance. Each party warrants that he or she is duly authorized and has the legal capacity to execute and deliver this Agreement on behalf of said Party.

Contact

Emergency

In the event of an emergency, please call **911**
Covington Police : 859-292-2222

Email

We check our email regularly. Feel free to reach out with any non urgent questions or concerns via **pikeplacecov@gmail.com**

Phone

For current guests that are using the space, you can call or text us at
513-478-7424

Social Media

Follow us or reach out on Instagram **@pikeplacecov**

Location

218 Pike Street Covington, KY 41011

