



St. Croix Prep Prom

Saturday, April 17, 2027

EVENT CONTRACT

ACCOUNT: Angela Lee

CONTACT: Angela Lee

ADDRESS:

EMAIL: angelalee@stcroixprep.org

PHONE: 651-395-5970

SALES MANAGER: Lindsey Sparks

EMAIL: sparks@one23events.com

PHONE: (651) 342-2416

EVENT SUMMARY

Name	Date	Time	Areas	Event Type	Guests	Gtd	Rental	Event F&B Min
St. Croix Prep Prom	4/17/2027	6:00 pm - 10:00 pm	Loft 214 - Corporate + Social					

ROOM RENTAL

Qty Price Total

Cancellation Policy

\$2,500 deposit is non-refundable; over 18 months out = 90% of all other payments, over 12 months out = 50% of all other payments, less than 12 months out = 0% of other payments. Deposit is returned if JX is re-booked for equal rental less a \$250 admin fee.

The Loft Amenities & Information

- Main room that accommodates up to 200 people (plated dinners) or up to 337 people (cocktail-style)
- 60" Round Tables (25), Banquet Tables (12) and White Washed Chiavari Chairs provided for up to 200 guests, 8-10 people per 60" Round Table, Additional tables/chairs for rent-
- (2) Private VIP Rooms for 12 hours
- Onsite Photobooth Room + Digital Files
- (4) Crystal Chandeliers + Ceiling Cafe Lighting

- 12 Hours Full Venue Access
- Venue Lead + Security
- Multimedia Capabilities: (3) HDTV's, (2) Wireless mics, (1) Lapel Mic, (1) Projectors, (5) Customizable Downlights
- (2) Easels + Podium

159	Unlimited Pop & Water Package (per person)	\$2.00	\$318.00
1	November - April: Saturdays, 15% discount	\$4,165.00	\$4,165.00

ESTIMATED BILLING

			Total
Room Rental			\$4,483.00
Subtotal			\$4,483.00
State Sales Tax	7.375%		\$39.67
Damage Waiver	2.0%		\$83.30
Service Charge	12.0%		\$537.96
CC Fee	3.0%		\$134.49
Grand Total			\$5,278.42
Deposit		Unpaid	\$2,500.00
Estimated Amount Due			\$5,278.42



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TERMS AND CONDITIONS

THIS LOFT AT STUDIO J USAGE POLICY AND RENTAL CONTRACT is entered into between The Loft at Studio J and One23 Events., LLC (214 Main Street South, Stillwater, MN , 55082) a Minnesota company ("Management ") and the renters specified above (Collectively, the "Renter(s)") to be effective as of the date signed by the Renter(s) below. The Management and the Renter(s) are sometimes collectively referred to herein as the "Parties" and individually as a "Party." The Parties hereby agree and bind themselves, their successors and assigns as follows:

1. Rental Location: The real property upon which the venue rental and usage is to be performed is located at the address of 214 Main Street South, Stillwater, MN 55082_and is referred to herein as the "Property".

2. Rental Agreement: Room time(s) listed on rental receipt include setup and cleanup time. Rentals running past or before preset facility times will be charged the current hourly room rental fee. Additional facility time(s) must be arranged a week prior to the event. Renter(s) may not transfer or sublet Property to any other party without express written consent of Management.

3. Rental Policies: The Renter(s) agree to abide by the following rental and usage policies:

- a) Decorations, banners, or signs may not be pinned taped or otherwise affixed to walls, ceiling or windows. Exceptions can be made upon written approval of venue management.
- b) Fire codes state that all candles must be enclosed in glass. Candles not enclosed cannot be lit. Candles in approved containers are acceptable. No candles are to be placed on the ground or stairs. Candles must be enclosed in items such as votive holders or rose bowls. Tapers are not allowed.
- c) Venue management reserves the right to regulate volume, conduct, set up and tear down or any and all vendors to ensure the comfort and safety of all current and future guests.

- d)** Rooms will be arranged in accordance to event coordinator and Renter(s) request.
- e)** Peanuts must not be served at events. Rice, confetti, glitter, small gemstones, and stones or similar items are not allowed. Ask venue management for further clarification should you wish to use these decorative items.
- f)** Smoke or fog machines are not allowed. Sparklers are not allowed unless venue management provides written consent.
- g)** Outdoor Chinese lanterns or similar candle-lit items are prohibited in the state of Minnesota.
- h)** Dragging of tables and chairs is not allowed. All movement of furniture must be performed by catering company staff or Loft at Studio J staff. If table rearrangement is necessary, Manager on Duty will assist.
- i)** Caterer is responsible for consolidation of trash in wastebaskets and disposal in appropriate and designated dumpster(s) by the end of the rental time. Any excess waste must be disposed of by Renter(s) to prevent cleaning charges or fines deducted from refundable damage deposit.
- j)** All items brought into Property by Renter(s), caterer or contracted service must be out of facility by end of rental time.
- k)** Smoking is prohibited inside Property. The interior of Property is smoke-free environment. Should alarm(s) be activated as a result of banquet function, Renter(s) will automatically be charged a \$200 fine. Smoking is allowed outside and in designated areas only and not within twenty (20) feet of any entrance to Property.

4. Details Meeting(s): Venue management will schedule details meeting approximately six (6) weeks prior to Renter(s) event date. This meeting is mandatory and required for every event at Property. At the time of meeting all remaining balance(s) are to be paid in full. After balance is paid in full, venue management will create spatial table arrangement(s) diagram and email to Renter(s). Upon Renter(s) approval, management will send arrangement to appropriate vendor(s).

5. Audio Visual: Property has a variety of services to facilitate AV needs. Equipment is limited and additional needs can be brought in by Renter(s) or rented by contracted services company. It is required that all equipment is tested prior to event to ensure equipment compatibility. An AV technician can be hired to assure all programming needs and tech requirements are met. If any cords need to be secured Renter(s) is responsible for delivery and installation of a mat to cover exposed cords. Gaff tape is the only acceptable tape to secure loose cords. Duct tape is prohibited.

6. Coat Check and Security: Coat racks are available for self-service coat check. Property and Management is not responsible for lost or stolen items. Security is required for all Friday and Saturday night functions and other functions at the discretion of Management. Certain pricing packages include security fee(s). Management only hires trained and professional security however identifying “party crashers” or otherwise unauthorized persons is the responsibility of Renter(s).

7. Unauthorized Persons at Property Site: The Renter(s) shall be responsible for and shall indemnify and hold harmless Management from, any damages or injuries sustained by invitees or guests of the Renter(s), including family, friends and other third persons and persons not expressly authorized by Management to enter upon the Property. If clients require check in of all invited guests, additional fees will be incurred. Otherwise, the venue will make every effort to identify and remove invited guests, with the help of the client.

8. Music and Entertainment: All entertainment must be set up and taken down during allotted rental time (typically 1:00 PM to 1:00 AM). Management prohibits drinks on dance floor. All hired entertainers are responsible for any and all beverages on or near dance floor. DJ’s and musicians must complete and execute the Close Out Sheet prior to departure.

9. Alcohol Policy: Only The Loft at Studio J’s bartenders are allowed to supply and serve alcoholic beverages.

- a) Alcohol is restricted to the rental room and designated areas on Property grounds.
- b) Management will coordinate and provide bartenders for each event and give Renter(s) the bartender(s) contact information for further details regarding bar needs.

10. Catering and Kitchen Use: Only the Property(s) preferred caterers, and caterers who paid the Outside Catering Fee, are allowed to have access to staging area. Renter(s) are not to access staging facilities.

- a) Management will provide prep area tables based on Renter(s) needs, if caterer or Renter need additional tables the caterer or Renter(s) need to coordinate and pay associated fee.
- b) Management will provide wastebaskets and trash bags. All trash must be disposed of properly and caterers must keep staging area clean at all times.
- c) There will be a 15% surcharge applied to all Preferred Caterers to Renter(s) as a usage fee. Outside Caterers using Loft at Studio J do not have to pay the 15% surcharge, the Renter(s) will be charged \$1000 in place of 15% surcharge. Renter(s), caterers and Management must coordinate this properly. If an outside caterer is chosen, Renter(s) will be charged a surcharge of \$1000 and must schedule a catering consult between said caterer and Management to tour the Property and allow Management to receive license

and insurance from selected caterer.

d) Caterer must provide staff to oversee Property cleanup. Renter(s) is otherwise responsible for cleanup and waste disposal.

11. Damage Waiver: 2% Damage waiver is required for all events at Property and covers damage up to \$5000. Renter(s) is responsible for all damage incurred to Property over \$5000.

12. Rental Deposit, Final Payments & Refund Policy. A reservation is not guaranteed until a deposit for Property rental is paid and a contract is executed. Reservations will not be accepted without required deposit and signed contract.

Renter(s) may cancel a reservation by giving written notice to Management. Property rental refunds are determined as follows:

Cancellation Percent of Refund

18+ months prior to event 90% refund of all payments

12+ months prior to event 50% refund of all payments

12 months or less prior to event 0% refund of all payments

This policy is subject to change at any time and without notice. If Property gets re-booked for equal rental rate, deposit is refunded less \$250 administrative fee. Otherwise deposit fee is non-refundable.

13. Force Majeure Event: Any occurrence of:

a) an act of war (whether declared or not), hostilities, invasion, act of foreign enemies, terrorism or civil disorder;

b) circumstances beyond the Parties' control (such as, but not limited to, act of God, fires or explosions that result in the closure of the Venue on the event date, floods, and government

restrictions);

c) rebellion, revolution, insurrection, or military or usurped power, or civil war;

d) riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Management; or

e) acts or threats of terrorism.

i. Neither Party shall be in breach of its obligations under this Agreement (other than

payment obligations); neither Party shall have the right to terminate this Agreement so long as One23's premises are structurally capable, if applicable; nor shall either Party incur any liability to the other Party for any losses or damages of any nature whatsoever incurred or suffered by that other (otherwise than under any express indemnity in this Agreement) if and to the extent that it is prevented from carrying out those obligations by, or such losses or damages are caused by, a Force Majeure Event except to the extent that the relevant breach of its obligations would have occurred, or the relevant losses or damages would have arisen, even if the Force Majeure Event had not occurred.

ii. As soon as reasonably practicable following the date of commencement of a Force Majeure Event, and within a reasonable time following the date of termination of a Force Majeure Event, any Party invoking it shall submit to the other Party reasonable proof of the nature of the Force Majeure Event and of its effect upon the performance of the Party's obligations under this Agreement.

iii. Under no circumstances will any fees paid to One23 be returned. All fees and rental payments will be transferred to a new date, agreed upon by the Parties. One23 will waive the rescheduling fee for the event scheduled to a future date within the same year. Rescheduling into a new year will incur a transfer fee + increased rental rates for the new year.

Disclaimer

If for reasons beyond our control, the venue is unable to perform the rental obligations, then such non-performance is excused, with no liability. Rental payments will be transferred to a new date. Venue will waive the rescheduling fee for the event scheduled to a future date within the same year. Rescheduling into a new year will incur a transfer fee + increased rental rates for the new year."

Disputes; Non-Binding Mediation; Binding Arbitration:

In the event that any dispute shall arise which shall not otherwise be resolved by the Parties, the following mediation and arbitration procedures shall apply:

i. Within twenty (20) days of delivery of written notice by either Party notifying the other party that mediation shall be pursued as a potential remedy, either party may refer the dispute to the American Arbitration Association ("AAA"). AAA shall then appoint a mediator, who shall conduct non-binding mediation. The cost of the mediator shall be borne equally by the Parties, unless a Party shall refuse to attend mediation, in which event the Party refusing attendance shall bear the costs and expenses of AAA and its mediator.

ii. If the mediation process provided for in 8(a) above should be unsuccessful in causing the Parties to reach an agreement or if a Party shall refuse to attend mediation, then upon

twenty (20) days prior written notice by either Party, the dispute may be submitted to AAA, who shall appoint one arbitrator to hear the dispute. The Parties may be represented at arbitration by legal counsel if they desire. The decision of the arbitrator shall be final and binding on all Parties in all respects and shall not be appealed or appealable to any Court. The arbitrator may apportion fees and costs between the Parties, including reasonable attorney fees and costs of arbitrations, based upon the merits of the Parties' respective positions, as decided in the sole discretion of the arbitrator.

14. Entire Agreement: This Agreement constitutes the entire agreement of the Parties and may not be modified except by a written instrument signed by the Parties.

15. Governance: Minnesota law governs this Agreement.

16. Severability: In the event that any provision of this Agreement conflicts with applicable law, such conflict shall not affect other provisions of the Agreement.

17. Outside Alcohol:

Any outside alcohol found will be charged at \$7 per container (opened or unopened), and confiscated because our insurance requires that bartenders need to monitor consumption.

a) NO outside alcohol of any kind without express written consent from JX

b) "The Venue" includes all VIP rooms, hallways, stairwells... basically the entire premises.

18. Loss of Property: Venue staff and the venue are not liable for loss of any personal property on premises. This includes gifts and cards. Leaving gifts and cards in plain view of cameras may be safer than putting in locked room.

RENTER(S) HAS CAREFULLY READ THE WITHIN AND FOREGOING AGREEMENT, UNDERSTANDS THE CONTENTS THEREOF AND EXECUTES SAME OF HIS/HER OWN FREE ACT AND DEED.

Client Signature

Printed Name: Jenn Fuchs

Signed: 6/11/2026 at 12:49 pm

Jenn Fuchs



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CREDIT CARD AUTHORIZATION

ACCOUNT: Angela Lee

CONTACT: Angela Lee

ADDRESS:

EMAIL: angelalee@stcroixprep.org

PHONE: 651-395-5970

SALES MANAGER: Lindsey Sparks

EMAIL: sparks@one23events.com

PHONE: (651) 342-2416

Please fill in the following form to secure your reservation on Saturday, April 17, 2027 at Loft 214, Venue on Main. The deposit for this event is \$2,500 and will be charged to the card below.

Credit Card Authorization Form