**PopUp Facility Terms of Use**

**In order for your event to be approved, please accept the following terms and conditions.**

1.     The Worcester PopUp agrees to provide exhibition and event space to selected Presenter, **if approved**, at the site 20 Franklin Street*,*Worcester, MA 01608.
2.     The Worcester PopUp reserves the right to deny, cancel or reschedule any event at any time for any reason.
3.     Ticket sales/door fees for entrance must be approved by the Worcester PopUp Managing Director. If approved, a commission of all proceeds will be made payable to the Worcester Cultural Coalition. Door fees, art sales, and funds raised will be subject to a 25% commission. Food sales will be subject to a 15% commission. All commissions are calculated from gross sales.
4.     Alcohol and concessions sales will be managed by the PopUp, and all revenues will be retained by the Worcester Cultural Coalition.
5.     Final approval of event will be withheld until all required contracts and promotional materials are submitted to and approved by the PopUp Managing Director. Required items include: **facility use contract, exit checklist contract, DiscoverCentralMA.org calendar posting, and Facebook events post.** Posts will not be approved until all promotional images and wording are included.
6.     The Worcester PopUp does not host religious or political programming.
7.    Presenters are solely responsible for restoring the space, per these steps:

* ​Completely break down and remove all display materials and personal items
* Sweep and mop floors
* Empty all trash cans and place bags in dumpster or take with you
* Wipe down all tables and return them to storage
* Return all chairs to storage, neatly stacked on carts
* Clean kitchen
* If using the walls or art rail system: remove all wires used to hang artwork; remove hanging hooks from wires and return neatly bundled; clean/remove any marks or residues from walls

8.     The PopUp does not supply staff for events. Presenters are responsible for providing staff.
9.    A refundable deposit of $100 must be placed to secure your date. should you fail to properly breakdown and clean after your event according to our policies, the PopUp Managing Director reserves the right to retain your deposit. If the space is damaged in any way the deposit is forfeited and you will be billed for the cost of repairs above the deposit amount.  It is your responsibility to police your event and guest.
10. Any cancellation request must be received in writing at least one week prior to the scheduled event date. Failure to give one-week's notice will result in forfeiture of the $100 security deposit. If you are unsure of your ability to proceed with your event, please inform us immediately. We would much rather have you reschedule than not show up.
11.   Artwork sold during this period may not be removed until the conclusion of the exhibit.
12.    Neither the Worcester Cultural Coalition nor the Worcester PopUp is responsible for any damage or liability encountered by the presenter during the use of the facility. Presenter will be held liable.