



Candle Bar Use Guidelines

This is not an agreement to rent the Candle Bar, this is simply the guidelines required prior to approval of event date/time. Reservation is not booked until confirmed by an employee of Oliva Dawn Candle Co and a signed contract and deposit is received.

Oliva Dawn Candle Co is located at 2235 Jackson Ave Unit B Escalon, CA 95320. You can reach us for further questions not answered below at 209-787-0242 or via email at olivadawnco@gmail.com.

We are a Candle Bar providing a fun, relaxing atmosphere to come in and make candles with your friends and family, but we also offer the perfect space for small parties, baby showers, group events, meetings etc.

Answers to common questions:

- ✓ We can accommodate 20 seats at the candle bar, with an additional 6 if seated in the Friendship Corner. 4 Extra seats can be added to the center table with folding chairs.
- ✓ Food and drinks can be brought in. No serve ware or drinkware is provided.
- ✓ High Speed Internet
- ✓ Coffee Maker with supplies for coffee
- ✓ Yes, party decorations are allowed except for rice, confetti, glitter and/or silly string. Confetti balloons may not be popped on site. No decorations can be attached to the building by using nails, staples, tacks or permanent tape. Scotch tape is acceptable.
- ✓ Early set-up of 30min – 1hr is allowed upon availability and prior approval by Oliva Dawn Candle Co employee. You must receive prior approval.

All renters are required to sign a rental agreement and pay deposit(s) prior to using the facility.

The person signing the rental agreement must be at least twenty-one (21) years of age and an authorized representative of the organization.

Smoking is prohibited inside the building. All users must comply with current smoking laws.

Renter is responsible for all damage caused to any of the Candle Bar equipment, retail items or furniture inside the facility, including but not limited to jars, spilt fragrance oils, restrooms,

lights or any other property or asset owned by Oliva Dawn Candle Co. Renter will be charged the full amount to replace/repair item(s) damaged.

Everything brought into the facility or onto the grounds, including the parking lot and neighboring retail locations, by user (food, beverages, decorations and trash) must be removed at the conclusion of the event. Trash bags will be provided, and a trash can is available behind the building. It is the renter's responsibility to make sure all trash and debris inside and outside of the building has been discarded prior to leaving the event.

The Renting Party shall indemnify, defend and hold harmless Oliva Dawn Candle Co, and its officers and members against all demands, cause of action, or any other claims made against Oliva Dawn Candle Co, or its officers and members arising out of or related to the Renting Party's rental of the Candle Bar.

Compliance with Laws: The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the Candle Bar for any unlawful purpose or permit others to use or occupy the Candle Bar for any unlawful purpose.

If the Renting Party intends to sell alcoholic beverages at its event, they shall obtain any licenses or permits required under applicable laws and regulations to do so and provide Oliva Dawn Candle Co with copies of any such licenses or permits five (5) days prior to the Rental day and time.

The Parties agree that this Agreement contains the entire understanding between them and that are no oral or written promises, inducements, representations, warranties, covenants, undertakings or agreements whatsoever between them, except as contained herein. This Agreement cancels, annuls and invalidates all prior agreements between Parties, whether verbal or written, regarding the rental of the Candle Bar.

This Agreement may not be modified or amended except through an express written agreement sign by the Parties.

This Agreement shall be governed by the laws of the State of California. The Parties agree that, if any provision of the Agreement is held to be invalid or unenforceable, all the other provisions shall, nevertheless, continue in full force and effect.

This Agreement shall be binding upon the Parties, their heirs, representatives or assigns.

Deposits will be refunded on the day of the event, or within seven (7) days after the Candle Bar is inspected for cleanliness and damages.

FAILURE TO COMPLY WITH THE CHECKOUT LIST WILL FORFEIT YOUR WHOLE DEPOSIT.

Printed Name

Signature

Date



Day of Event Guidelines and Checkout List

- ✓ We can accommodate 20 seats at the candle bar, with an additional 6 if seated in the Friendship Corner. 4 Extra seats can be added to the center table with folding chairs.
- ✓ Food and drinks can be brought in. No serve ware or drinkware is provided.
- ✓ High Speed Internet Available
- ✓ Coffee Maker with supplies for coffee
- ✓ Yes, party decorations are allowed except for rice, confetti, glitter and/or silly string. Confetti balloons may not be popped on site. No decorations can be attached to the building by using nails, staples, tacks or permanent tape. Scotch tape is acceptable.
- ✓ Early set-up of 30min – 1hr is allowed upon availability and prior approval by Oliva Dawn Candle Co employee. You must receive prior approval.

Failure to complete the Checkout List will forfeit your whole deposit.

Checkout List: (check or initial each item)

_____ Gather and remove all trash in the building and restroom, including packaging from food brought in. Replace fresh trash bags in trash cans. There is a trash can behind building to dispose of trash.

_____ Remove everything you brought into the Candle Bar, inside and outside: decorations, food, trash, beverages, etc.

_____ Wipe down all tables. Clean or wipe down coffee table and/or chairs if necessary.

_____ Sweep Floor or use floor vacuum.

_____ Return any moved furniture and/or decor to its original location.

_____ Turn off main lights but turn on hallway light if after 5pm.

_____ Return key to lockbox on front door.

_____ Take picture of completed checklist and text to 209-787-0242 upon exit.

Printed Name

Signature

Date



Oliva Dawn Candle Co | 2235 Jackson Ave Unit B Escalon, CA 95320 | 209-787-0242 | olivadawnco@gmail.com

Name: _____ Email: _____

Mailing Address: _____

Cell Phone #: _____ Type of Event: _____

Deposit: \$100 (nonrefundable if you cancel the event 72 hours (3 days) prior to reserved date/time. Full deposit will be refunded within 7 days following the event, given compliance to all rules, policies and cleaning requirements). **The Candle Bar is not confirmed until the deposit and signed contract have been received and acknowledged by Oliva Dawn Candle Co.**

Cleaning Deposit: \$50 and non-refundable.

Rental Fee: \$100 per hour, after the first hour, with a minimum of 10 guests booking a seat at The Candle Bar. If less than 10 guests book a seat, then the \$200 per hour applies to first hour and each hour thereafter.

\$200 per hour to rent the space. No candle making. Upon availability, and prior approval, renter can begin set-up for the event 30min -1 hour prior to event.

- The Renter is responsible for any/all damages and injuries related to your rental event occurring at The Candle Bar. _____ (initial here)
- No deposit will be refunded for any cancellations _____ (initial here)
- Failure to complete and text finished checkout list to 209-787-0242 will forfeit your deposit. _____ (initial here)

Will alcohol be served at the event? Yes | No * I agree that no person under the age of 21 will be served or consume alcohol. _____ (initial here)

I have read all pages of this contract and understand and agree to the terms of this Rental Contract and agree to be bound by all terms contained therein and all terms of this Rental Agreement.

Name: _____ Signature: _____ Date: _____

Owner, Oliva Dawn Candle Co: _____ **CONTRACT NOT VALID UNTIL SIGNED**



The Candle Bar is located at 2235 Jackson Ave Unit B Escalon, CA and is the perfect location to gather and have a great time with your friends and family! Our space is perfect for baby showers, parties, workshops, group/team bonding, bible studies and so much more!

Private Event at The Candle Bar Pricing

Deposit: \$100 to reserve/hold your date and time. This is nonrefundable if you cancel an event within 72 hours (3 days) prior to reserved day/time. Full deposit will be refunded within the 7 days following event, given compliance with all rules, policies and cleaning requirements.

Cleaning Deposit: \$50 and non-refundable.

Rental Fee for The Candle Bar: \$200 per hour. Rental fee includes complete use of the space privately. No other events or workshops will be allowed in The Candle Bar during your rental time. Upon availability, guests can begin setting up 30 min -1 hour prior to the event.

Rental with Candle Making: \$100 per hour, after the first hour, if the group books and pays for a seat at The Candle Bar (aka, each guest makes candles.) If some guests prefer not to make

candles, a minimum of 10 guests would need to purchase a seat otherwise the \$200 per hour applies to the first hour, and every thereafter.

Private Events are not booked until confirmed by an employee of Oliva Dawn Candle Co and a signed contract and deposit is received.



Offsite Candle Workshops are the perfect way to gather with friends and family in the comfort of your own home, or in the office with your co-workers! We bring all the supplies needed to you...and we clean up too!

Offsite Candle Workshop Pricing

Deposit: \$50 to reserve/hold your date and time. This is non-refundable.

\$45 per person for offsite candle workshop. We will bring all supplies needed to enjoy a fun and wonderful candle making experience. If there are less than 10 people, the price for the workshop increases to \$50 per person.

Offsite Workshops are not booked until confirmed by an employee of Oliva Dawn Candle Co and deposit received.