

Spring Spaces Rental Information & Policies

Application Requirements

- Applications are subject to availability of space.
- Late requests may incur additional fees.
- Please submit event-related materials for review during application.

Core Policies

- All hosted events must align with the values and mission of Spring Spaces.
- No smoking or alcohol is allowed on premises.
- Organizers are responsible for event conduct and property care.
- Spring Spaces does not retain or store lost items.
- We reserve the right to decline use if misaligned with our vision.

Rental Pricing

- Please check current listings or contact Spring Spaces directly for the most up-to-date rental pricing.

Technical Support

- Audio-visual support must be coordinated with in-house staff.
- External DJs are welcome, pending equipment compliance checks.

Use of Equipment

- All venue equipment, furniture, and fixtures must be used responsibly and only for their intended purpose.
- Any equipment requested for use (such as AV systems, tables, or chairs) must be reserved in advance.
- Equipment belonging to Spring Spaces may not be moved between rooms without prior approval.
- Damaged or missing equipment will be assessed and charged to the renting party.
- Outside rental equipment may be brought in only with staff approval to ensure compatibility and safety.

Security and Insurance

- Insurance or a signed waiver is required for external events.
- Spring Spaces may require third-party security for large events.
- External vendors must be approved and follow all facility rules.

Cancellation Policy

- Deposits are non-refundable but may be rolled over for rescheduled events.
- Refunds depend on the timing and notice of cancellation.

Payment and Setup

- \$300 deposit confirms booking.
- Set-up begins 3 hours prior to event.
- Please confirm with your specific Spring Spaces location regarding event end times and cleanup policies.

Preferred Vendors

- While not included in your rental fee, we have trusted partners for: DJs, Decorators, Photographers, Videographers, Lighting, Caterers, Servers, Security, Musicians, and more.
- You may also bring your own vendors with pre-approval.

For inquiries or reservations: 708-726-0161 | <https://springspacesllc.com/>