



Joy Space Event Venue Rules and Guidelines

Welcome to **Joy Space**! We are excited to host your event. To ensure a smooth and enjoyable experience for all our guests, please take note of the following rules and guidelines:

1. **Event Duration**
 - The rental period includes time for setup and cleanup. Please ensure your event starts and ends on time.
 - Any additional time will incur an extra charge.
2. **Venue Access**
 - The venue access code will be sent to your phone one hour before the booking time on the day of your event. If you experience any issues with opening the door, please contact our staff at 0433939393.
3. **Noise and Music**
 - Music and noise levels must remain at a reasonable volume, especially in consideration of neighboring businesses and residents.
 - If using a sound system, ensure the volume is controlled, and no excessive noise is produced.
4. **Decoration**
 - As a beautiful, all-white empty space, you are welcome to arrange the venue as per your needs, but please take care of our floors and walls. If you plan to use tape or other materials that could potentially damage the walls or floors, please contact us beforehand to confirm if they can be used.
 - All decorations must be removed at the end of your event.
5. **Alcohol and Catering**
 - If you plan to serve alcohol, please ensure you have the necessary permits.
 - All catering and food must be arranged by the renter unless otherwise agreed upon.
 - Clean up all food and drink items after the event.
6. **Cleanliness and Waste Disposal**
 - Please leave the space in the condition you found it. All trash must be disposed of in the provided bins.
 - The trash generated by each event should not exceed two 75L garbage bags.
 - Cleaning charges may apply if the space is left in an unacceptable condition.
7. **Damage and Liability**
 - The renter is responsible for any damage to the venue or its equipment during the event.
 - Please report any damages to Joy Space immediately.
 - Joy Space is not liable for any injuries, accidents, or theft that occur during the event.
8. **Prohibited Activities**
 - Smoking is not allowed inside the venue.