



# HEELSPACE ATLANTA DETOX LOUNGE

**The HeelSpace Detox Lounge is a Gathering space to Eat Well Heal & Gather as  
A United community Liberating Vibrating Highly into Our Wholistic Well-being**

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## General Information & Policies

The guidelines listed below have been developed with the success of your hosted community gallery function in mind. Please contact HeelSpace Atlanta if you have any questions or concerns regarding the following information.

A HeelSpace Atlanta team member will be available throughout your hosted period. For all community gallery functions, the host will identify a general event manager, who will be our primary contact during the gallery function period.

### ADMISSION & PROMOTION

- The co-host is responsible for all marketing and promotion of the event. HeelSpace Atlanta must give final approval to any and all marketing and advertising presentation pertaining to public events held at the Facility.
- HeelSpace Atlanta, along with logo will appear in all publicity; the address shall be given, and shall be listed as: **HeelSpace Atlanta - A Creative Community Gallery, 675 Metropolitan Parkway, Atlanta GA 30310**
- All entertainment, for any form of production, including but not limited to sound, lighting, staging and crew must be approved in advance by HeelSpace Atlanta.
- Performances or demonstrations that use open flame of any type are typically discouraged for safety reasons and must be approved in advance (ONLY by the person signing the contract for the venue) before allowed.
- All associated costs shall be the responsibility of the client. No pyrotechnics or fireworks, sparklers, etc. allowed for any reason, and is grounds for immediate ending of the event with forfeiture of all revenue or deposits. Open flames from sterno, tea candles and protected candles (in glass holders) are allowed with reasonable safety protocols utilized.
- HeelSpace Atlanta staff must approve any special decoration needs. No staples, tacks, tape or nails may be used to attach decorations. No paint may be applied. No glitter, confetti, birdseed, or sparklers Smoking is prohibited inside HeelSpace Atlanta and within 50 feet of the main entry.

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## SECURITY AND SAFETY

- Dependent upon number of attendees, HeelSpace Atlanta requires 1-6 security officers, which will be determined at the time of booking. The Renter is responsible for the conduct and behavior of the group using the facility. Costs for any needed call for security due to unruly behavior during an event will be deducted from security deposit.
- HeelSpace Atlanta reserves the right to limit the number of people entering the building or any floor for safety reasons and crowd & parking control. All hallways, entryways, aisles and parking areas are to be clear of obstacles.
- Visibly intoxicated individuals will not be admitted to any event at HeelSpace Atlanta. Co-host, a guest or other person under the Co-host control, shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the Facility.
- Adult supervision of children is required at all times.
- All food and beverage debris, decoration supplies and other trash must be picked up, bagged and removed from the property by the Co-host and or Caterer.
- The Facility, including the grounds, must be left in an orderly condition. Failure to complete any of these tasks will result in a partial/complete loss of Security Deposit. HeelSpace Atlanta manager on duty will perform a walkthrough of the premises prior to dismissing the General Event Manager/Co-host.
- HeelSpace Atlanta is not responsible for any items left behind by Co-host or its guests. All onsite furnishings are included in the rental fee. Certain equipment and furnishings may not be moved from their current locations. If there are multiple events booked, some equipment and furnishings may be limited. It is important to identify your specific needs when the event is booked in order to reserve those items for your event.
- Free parking is available. Co-host should provide a parking attendant or attendants as needed for the amount of expected vehicles to ensure that traffic flow and parking in designated areas are strictly adhered to. Valet parking, if desired, is at the Co-host expense and must engage HeelSpace Atlanta identified exclusive vendor coordinated through HeelSpace Atlanta Management.
- Parking is prohibited in driveway areas to allow for free traffic flow and access by Emergency vehicles.
- HeelSpace Atlanta is not responsible for theft or other damage to any vehicle, or possessions therein, during, prior or after event.

**HEELSPACE ATLANTA**  
D E T O X L O U N G E

**INSPECTION & LIABILITY**

HeelSpace Atlanta reserves the right to inspect and control all functions and does not, cannot, and will not assume liability for (1) any personal property or equipment of Co-host or Co-host guests or invitees brought to the property, or (2) any injury to Co-host or Co-host guests or invitees brought to the property. Co-host HEREBY INDEMNIFIES, DEFENDS AND HOLDS HeelSpace Atlanta, Sweetspot Vtox Boutique, Live, Lyfe Luv Company, LLC. HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, DAMAGES, LIABILITIES, COSTS AND EXPENSES BY ANY PARTY, INCLUDING GUESTS OF Co-host, ARISING OUT OF ANY SUCH EVENT.

The Co-host will be held responsible for reimbursement if there are any physical damages to the property and premises.

Accidents must be immediately reported in writing to HeelSpace Atlanta at the following address:

675 Metropolitan Parkway suite 6018 Atlanta GA 30310 Attn: Incident Dept. in any event within 24 hours.

Co-host agrees to immediately deliver to HeelSpace Atlanta at the address stated above every process, pleading or paper relating to any claims or proceedings arising out of any accident involving the Facility.

The Co-host shall not aid any claimant but shall cooperate fully with HeelSpace Atlanta in manners connected with any claims or suits.

HeelSpace Atlanta will not accept any freight or other delivered items on behalf of the user. Items may not be delivered prior to the contracted move-in time on the event date. User or user's representative must be present to accept delivery unless special arrangements have been made and agreed upon in advance with The HeelSpace Atlanta staff.

If you intend to book an event, we will place a tentative courtesy hold on the date/space. This does not guarantee your space. Your date/space will be guaranteed upon receipt of a signed contract and a non-refundable (if event is canceled) deposit.

Checks are allowed as a form of payment, but must be paid 15 business days prior to your event. A 20% handling fee will be charged on all returned checks.

You are encouraged to provide food for your guests. We strongly encourage the use of a licensed commercial caterer. No food preparation of any kind may take place on the premises, including storage or refrigeration. You or your caterer must bring in all supplies and equipment required including serving items, utensils, napkins, etc. All equipment and serving items must be removed immediately after the end of the event. No cleanup of equipment is permitted on the premises.

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Co-host Signature

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Date

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HeelSpace Atlanta Host