



# PALACE OF FINE ARTS LEAGUE, INC.

3301 Lyon Street, San Francisco, CA 94123 · 415-563-6504

## BOOKING POLICY

### **Holding Time Slots**

We will place a “hold” on any time slot requested provided there is not already a signed rental agreement with another client for that time slot. Holds do not require a deposit. If you are the first to request a hold for a specific time slot, you will have the “first hold” on that time slot. You are given first right of refusal, which means that time slot will not be released to another user without your consent, subject to the terms under “Challenges” identified below. However, holds will be released 30 days prior to the date of the event if a deposit and completed paperwork have not been received. You will be notified by Palace Theatre management in a timely fashion if the 30 day hold period has expired.

### **Challenges**

All non-confirmed holds are non-binding and open to challenge by other potential users. In the event another potential user challenges your hold, you will be required to either release the hold or go to contract within 48 hours (excluding weekends and holidays). If your hold is challenged, Palace Theater management will contact you by phone and/or email. You will be given 48 hours to respond. If you have not responded within 48 hours, the hold will be released.

### **Confirmations**

When you confirm a hold, you will be required to complete all paperwork and pay your deposit within 48 hours (excluding weekends and holidays). Once a time slot is confirmed, it is no longer open to challenge or cancellation.

### **Cancellation**

Cancellations will result in loss of deposit. In the event a contract has been signed contract language will take precedent.