

Terms & Conditions

This agreement takes effect upon the date of booking a membership or periodic use service. All disputes will be addressed in the courts of Cook County, Illinois.

Definitions:

Chicago Flower Market: Spare Room, LLC dba Chicago Flower Market also familiarly referred to as Petal Guild

Space: Chicago Flower Market's coworking and shared floral studio facility at 3808 W North Avenue Chicago, IL 60647

Guest: Any person who books a membership or periodic space use at Chicago Flower Market.

Membership: A month-to-month space use agreement at a set price

Periodic use: A one-time space booking at a specific reservation time

Visitor: Anyone accompanying a Guest during their space reservation

Booking: A confirmed membership or periodic use reservation submitted via Chicago Flower Market's website

Shared Equipment: Tools, sinks, trash and compost receptacles, and floral supplies in designated areas available for Guest use

Guest Use & Access

- Booking use grants non-exclusive access to the co-working space and included amenities during posted business hours.
- Coworking Guests may not share access credentials or allow non-Guests to use the space.
- For bench reservations, up to two Visitors are allowed per bench. Visitors must be accompanied by the Guest at all times.
- See "Event & Workshop Booking" for additional Visitor policies.
- By agreeing, Guests consent to receive transactional and promotional communications and may opt out at any time.

Use of Space

- Hazardous materials, including open flames, excessive chemical use, or activities that may damage the facility are prohibited.
- Guests are responsible for cleaning their workspace after use, depositing compost and trash in appropriate bins and returning shared tools/supplies to proper storage.

Equipment & Storage

- Shared equipment must be used properly and returned promptly.
- Personal items may only be stored in designated areas. Chicago Flower Market is not liable for theft, loss, or damage of property.
- Items left beyond 7 days after termination will be deemed abandoned and may be discarded or donated.

Event & Workshop Booking

- Guests are responsible for attendee conduct and clean-up during booked events.
- The number of Visitors must be communicated to Chicago Flower Market at least 24 hours prior for approval.

Safety & Conduct

- Guests must comply with all safety protocols and instructions from staff.
- Harassment, discrimination, or disruptive behavior towards staff, fellow space Guests or space Guests may result in suspension or termination of booking and/or membership without refund.

- Chicago Flower Market reserves the right to immediately suspend or revoke access to the space, without prior notice or refund, if staff determine that a Guest's conduct, materials, or activities pose a safety risk to persons, property, or operations.
- Guests are responsible for immediate reimbursement to Chicago Flower Market via the credit card on file for damage to property, shared equipment breakage or loss and plumbing clogs.

Billing & Payments

- Membership fees are billed monthly in advance and are non-refundable.
- Periodic use fees are billed at time of booking and valid during the reservation days.
- Late or declined payments not resolved within five business days will result in suspension of access until payment received.
- By booking, Guest authorizes Chicago Flower Market to charge the payment method on file for fees, damages, unpaid balances, or policy violations.

Cancellation & Changes

- Guests may cancel bookings at any time with **fifteen days' written notice**. Membership remains active and billable during the notice period and will auto-renew each month. Periodic use reservations are cancelled and a refund issued as long as the cancellation notice was received via email to sk@chiflowermarket.com at least fifteen days prior to the space reservation start time.
- Chicago Flower Market reserves the right to modify membership terms, pricing, services and periodic services with thirty days' advance notice.

Liability & Insurance

- Guests and their Visitors use the space at their own risk and indemnify and hold harmless Chicago Flower Market from claims arising from their use of the space. By booking, Guests agree to these terms on behalf of their Visitors and are responsible for communicating the terms to their Visitors.
- Chicago Flower Market is not liable for Guest or Visitor injury, lost income, or business interruption.
- Chicago Flower Market's total liability shall not exceed the amount paid by Guest in the three months preceding the claim.

Surveillance Disclosure

- For the safety and security of all members, Guests, and property, video surveillance may be in operation in common areas of the facility. By accessing the space, Guests acknowledge and consent to being recorded. Surveillance footage may be used for security, safety, and incident review purposes in accordance with applicable law.

Photo & Media Release

- By entering or using the space, members, Guests, and event attendees grant Chicago Flower Market permission to capture and use photographs, video, or audio recordings taken within common areas of the facility for marketing, promotional, and business purposes, in any media now known or later developed, without compensation. Individuals who prefer not to be photographed or recorded must notify staff in writing in advance, and reasonable efforts will be made to accommodate such requests.

Intellectual Property & Confidentiality

- Guests remain solely responsible and in full ownership of their own designs, branding, and intellectual property.
- Respect for other Guests' work and confidentiality is expected.
- Chicago Flower Market claims no ownership rights in Guest intellectual property.

Termination

- Violation of these Terms & Conditions may lead to immediate termination of membership or booking without refund.

- Upon termination, members and Guests must remove all personal items within forty-eight (48) hours unless otherwise agreed.
- Terminations will be initiated for: non-payment after five business days and immediately in the case of business closure, illegal activity or three nuisance complaints. Termination does not waive outstanding balances.

Severability

- If any provision is found unenforceable, the remainder remains valid.

Force Majeure

- Chicago Flower Market shall not be liable for any delay, interruption, or failure to perform its obligations due to events beyond its reasonable control, including but not limited to acts of God, weather, fire, flood, utility outages, labor disputes, government orders, public health emergencies, or building or infrastructure failures. In such events, access to the space may be suspended or modified without liability for the affected period. Refunds will be assessed on a case-by-case basis.