

EVENT POLICY AGREEMENT

[The following policy agreement will be included as additional terms to the Event Catering Contract (the "Contract")]

PAYMENTS, DEPOSITS AND SALES TAX

- 7% sales tax is applied to all billable goods with the exception of event space room rental. (Unless group is tax exempt)
- Rental Fees are as follows:
 - \$100 for a non-Jaycee member
 - \$75 for former Jaycee members
 - \$75 non-profit organizations
 - \$0 current and in good standing Jaycee member
- A credit card is required to have on file for all functions.
- A deposit is required for all functions. See contract for deposit details as well as cancellation and liability sections of this agreement.

Initial and Date: _____

EVENT CANCELLATION POLICY

- If the event must be cancelled, the client is responsible for the total deposit if cancelled less than 30 days prior to the scheduled date. If canceling 31 days to 6 months prior to the scheduled date, the client will be liable for 75% of the total deposit. If canceling more than 180 days (6 months) prior to the scheduled date, the client will be refunded the total deposit.
- If our obligations under the contract are not met for any reason beyond our control, our failure is completely excused and we may cancel the contract by returning your deposit. The following is a partial list of functions that, if they occur, would be considered reasons beyond our control:
 - Strikes, labor disputes, accidents, government restrictions on travel, organizational and / or city operations, goods or supplies, act of war, and acts of God.

Initial and Date: _____

GUARANTEE AGREEMENT AND EVENT TIMING

- The event space is available for rent between the hours of 8 am and 11:59 pm. The client may rent the space for up to a four-hour event run time with 1 hour of setup and 1 hour of tear down. The hour allotted for tear-down cannot exceed 11:59 pm the day of the event.
- Additional hours of event time may be purchased for \$50 per hour.
- Any tear down time after 11:59 pm is \$50 per half hour.
- Maximum occupancy of the hall pursuant to fire code is 140
- The event setup and details are to be communicated to the VP of Management within 10 days of the event start date. Final agreements on the event are to be agreed upon 3 days prior to the event.

Initial and Date: _____

FOOD AND BEVERAGE AGREEMENT

- Outside food & beverage is allowed in the event space.
- The Jaycees of the Quad Cities recommend using a licensed and insured caterer for all food functions. The Jaycees are not responsible for any food borne or other illnesses involved with food service.
- All service equipment, utensils and any other supplies are to be provided by the client.
 - The Jaycees of the Quad Cities are able to supply these items for a fee. Please contact the VP of Management for more details.
- Alcoholic beverages may be consumed on the premises. The service of alcohol to minors is strictly prohibited under law.
- The sale of ANY alcohol is strictly prohibited.
- Proof of liquor liability coverage must be presented with signed copies of the contract.
- Events that serve alcohol to minors, sell alcohol, have excessive alcohol consumption or presence of illegal substances will be immediately shut down and subject to involvement of law enforcement.

Initial and Date: _____

GENERAL ARRANGEMENTS

- Affixing any material to the walls, floors, ceilings or furnishings by permanent means is not permitted.
 - The Jaycees of the Quad Cities recommend using 3M Command Strips or painters tape for decorations. Décor leaving a mark or a hole is strictly prohibited.
 - Any items requiring suspension using ladders must be done by a board member and the appropriate fees will be assessed. Please contact your representative for more information.
- Any decorations using candles or flames must be contained in an appropriate vessel with no open flame.
- Audio-visual equipment is available for rent. Please see AV Rentals for more information.
- The Jaycees of the Quad Cities reserve the right to reasonably limit the noise level of any function and the hours of entertainment if necessary to preserve the relationship with neighboring businesses and residents.
- The Jaycees of the Quad Cities management reserves the right to inspect and control all private functions to include the ability to terminate a function if the event policies are not in compliance.
- Some events may require special licenses and it is the client's responsibility to acquire all specific authorizations and permits through that particular agency.
 - Silent Auctions and other games of chance require charitable gaming licenses. Alcohol cannot be included in auctions without proper licensing.

Initial and Date: _____

LIABILITY AND DAMAGE

- The Jaycees of the Quad Cities shall assume no responsibility for damage or loss of any merchandise left on the property prior to, or following a function.
- The client agrees to be responsible for any and all damages to equipment or facilities during the time the premises are under their control, including but not limited to:
 - Damage or excessive clean up necessary due to act of florists, decorators, or outside agencies during set-up or tear-down.
 - Setup and tear-down for the contracted events to include any outside vendors hired or invited for the contracted event.
- The deposit will be returned to the client as long as all policy regulations are met.
 - A checklist will be provided for the client to ensure the hall is returned to its original state.
- In the event of damage, the full deposit will be retained and the client will be presented with an itemized list of damages, to include cleaning fees within 7 days of renting the property.
- The Jaycees of the Quad Cities do not assume any responsibility for personal property and the equipment brought onto the premises, and liability for any damages to the premises will be charged to the client.
- By executing the contract, the client agrees to indemnify and hold the Jaycees and their affiliates harmless from any and all claims, suits, losses, damages or expenses due to injury to any party in connection with the function or resulting from damage or destruction of property by guests or attendees of the function.
- The Jaycees of the Quad Cities are not responsible for loss or damage to automobiles or their contents while parked on the Jaycees property or in other parking accommodations contracted on behalf of the client.

Initial and Date: _____

By signing below you acknowledge that you have read and considered the terms and conditions set forth in this agreement and you further acknowledge to be bound by these terms and conditions.

Date: _____

Date: _____

Board Member

Signature _____

Client: _____