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## Jaycees of the Quad Cities Event Room Contract

Client	Venue
<p>Event Name: _____</p> <p>Contact Name: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Phone Number: _____</p> <p>Email: _____</p>	<p style="text-align: center;"><b>Jaycees of the Quad Cities</b> <b>2940 Brady Street</b> <b>Davenport, Iowa, 52803</b></p> <p style="text-align: center;"><i>Use this address for all invitations and directional information for your guests.</i></p> <p style="text-align: center;"><i>Please note: Entrance and Parking is located behind the building.</i></p>

Event Details	Rental Fees
<p>Date: _____</p> <p><b>Start Time of Event:</b> _____ (When the venue needs to be unlocked by a Jaycees Board member) <b>Please Note: Arrival 15 minutes or more after this time <u>cancels</u> the rental and the client is responsible for <u>all fees</u> associated with the rental. It is imperative that the client arrives on time.</b></p> <p><b>End Time of Event:</b> _____ (When the venue needs to be locked and inspected by a Jaycees Board member to approve the return of the deposit)</p>	<p style="text-align: center;"><b>All rentals are for 2 hours with 1 hour of setup and 1 hour of tear down/cleanup (4 hours total)</b></p> <p><input type="checkbox"/> \$100 Non-Jaycees Member (\$75 Deposit)</p> <p><input type="checkbox"/> \$75 Former Jaycees Member (\$75 Deposit)</p> <p><input type="checkbox"/> \$75 Non-Profit Organization (\$75 Deposit)</p> <p><input type="checkbox"/> \$0 Current Jaycees Member <i>in good standing</i></p> <p><input type="checkbox"/> _____ Additional Hour(s) at \$50 per hour</p> <p><input type="checkbox"/> \$20 Use of 43" Smart TV (<i>does not apply to current Jaycees members</i>)</p> <p><input type="checkbox"/> _____ black tablecloths at \$10 each</p> <p><b>Total Fees</b> (including deposit, if applicable): \$ _____</p>

# Event Policy Agreement

## Rental Fees

- \$100 for non-Jaycees members (\$75 Deposit), \$75 for former Jaycees members (\$75 Deposit), \$75 for non-profit organizations (\$75 Deposit), \$0 for current Jaycees members who are in good standing, \$50 for each additional hour, \$20 for use of 43" Smart TV (*does not apply to current Jaycees members*), use of black tablecloths at \$10 each.
- All rentals are for 2 hours with 1 hour of setup and 1 hour of tear down/cleanup (4 hours total).
- Payment in full (including deposit) is required at least one week prior to the event.

## Event Cancellation Policy

- If the event must be cancelled, the client is responsible for the total rental fee and 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 rental fee and deposit. If canceling more than 180 days (6 months) prior to the scheduled date, the client will be refunded the total rental fee and 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 rental fee and 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.

## Guarantee Agreement and Event Timing

- The event space is available for rent between the hours of 8:00 a.m. and 11:59 p.m. The 1 hour allotted for tear-down and cleanup cannot exceed 11:59 p.m. the day of the event.
- Arrival 15 minutes or more after the agreed start time of the event cancels the rental and the client is responsible for all fees associated with the rental. *It is imperative that the client arrives on time.*
- The 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.

## Food and Beverage Agreement

- Outside food and beverages are allowed in the event space.
- The Jaycees of the Quad Cities recommend using a licensed and insured caterer for all food functions. The Jaycees of the Quad Cities 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.
- 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.

## General Arrangements

- Affixing any material to the walls, floors, ceilings, or furnishings by permanent means is not permitted. Décor leaving a mark or a hole is strictly prohibited.
- Any decorations using candles or flames must be contained in an appropriate vessel with no open flame.
- 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.

## Liability, Damage, and Cleaning

- 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 damage 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 acts of florists, decorators, or outside agencies during set-up or tear-down.
- The client agrees to return the hall to its original state. The following is a list of mandatory requirements to ensure the client receives their deposit in full and is not responsible for any additional cleaning and/or damage fees:
  - Remove all trash to the dumpster outside of the venue.
  - Sweep the floors and damp mop any spills.
  - Wipe down all the tables and chairs.
  - Remove all decorations and dispose of them properly.
  - Ensure the event space is returned to its original state.
- Cleaning supplies will be provided and are located in the closets near the entryway.
- A checklist will be provided for the client to ensure the hall is returned to its original state. The checklist will be signed by the client and the board member locking the hall at the conclusion of the event.
  - If approved, the deposit will be returned to the client in the form of a check issued by the treasurer of the Jaycees of the Quad Cities via USPS first class mail to the address listed on the contract and the cleaning checklist.
  - In the event the hall is not returned to its original state, adequately cleaned, or the hall is damaged, the client will not receive their deposit and will be presented with an itemized list of damages, to include additional cleaning fees within 7 days of renting the property.
  - The determination to return the deposit to the client is at the discretion of the board member locking the hall at the conclusion of the event.

- 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 damage to the premises will be charged to the client. By executing the contract, the client agrees to indemnify and hold the Jaycees of the Quad Cities 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.

***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. You assume all liability for the conduct of your guests and for damage incurred while the hall is rented in your name. You agree to be personally and individually responsible for abiding by and enforcing the rules, along with the group or organization that you represent, if applicable. You are authorized to sign this agreement on behalf of the organization renting the hall (if applicable).***

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_