



2940 Brady Street, PO Box 3505
 Davenport, Iowa, 52803

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 www.jayceesqc.org

Jaycees of the Quad Cities Event Room Contract

Client	Venue
Event Name: _____ Contact Name: _____ Address: _____ Phone Number: _____ Email: _____	<p>Jaycees of the Quad Cities 2940 Brady Street Davenport, Iowa, 52803</p> <p><i>Please use this address for all invitations and directional information for your guests. Parking is available behind the building.</i></p>

Event Details	Rental Fees
Date: _____ Setup Time: _____ Start Time: _____ End Time: _____	<input type="checkbox"/> \$100 Non-Jaycees Member <input type="checkbox"/> \$75 Former Jaycees Member <input type="checkbox"/> \$75 Non-Profit Organization <input type="checkbox"/> \$0 Current Jaycees Member in good standing <input type="checkbox"/> \$20 Use of 43" Smart TV <i>(does not apply to current Jaycees members)</i>

Please note: 7% sales tax is applied to all billable goods with the exception of event space room rental. (Not applicable if group is tax exempt)

Event Policy Agreement

Rental Fees

- \$100 for non-Jaycees members, \$75 for former Jaycees members, \$75 for non-profit organizations, \$0 for current Jaycees members who are in good standing.
- Payment in full is required prior to the event.

Event Cancellation Policy

- If the event must be cancelled, the client is responsible for the total rental fee 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. If canceling more than 180 days (6 months) prior to the scheduled date, the client will be refunded the total rental fee.
- 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. 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 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 p.m. the day of the event.
- Additional hours of event time may be purchased for \$50 per hour.
- 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 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 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.
 - 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.


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 from the use of a ladder 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.
- 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 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.
- A checklist will be provided for the client to ensure the hall is returned to its original state. In the event of damage, 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 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:** _____

Board Member Signature: _____ **Date:** _____

Event Cleanup/Tear Down Checklist

The following is a list to ensure that you are not responsible for any cleaning and/or damage fees:

- Remove all trash to the dumpster outside of the venue.
- Sweep the floors and damp mop any spills (located in the back hallway closet).
- Wipe down all the tables and chairs.
- Remove all decorations and dispose of them properly.
- Ensure event space is returned to original state.