

## KARNS COMMUNITY CLUB – 2 EVENT CENTERS

### VENUE CUSTOM TERMS AND CONDITIONS AND RENTAL RULES (V3.0, 2-1-2023)

#### FULL DAY MONDAY-SUNDAY RENTAL DETAILS (SAME FOR EACH BUILDING EXCEPT FOR COST)

BOOKINGS CAN ONLY MADE ON-LINE within 183 days (6 months) of the Booked Event Date. BOOKINGS REQUIRE A CREDIT CARD which must remain chargeable until 72 hours After the Event. BOOKINGS CAN ONLY BE MADE AT <https://karnscommunityclub.info>

#### RENTAL FEES (FULL DAY) (Does Not Include Potential After-Event Charges):

- *Event Center CC (Community Center) - \$150*
- *Event Center YC (Youth Center) - \$200*
- *First \$50 of Rental Fee is a NON-Refundable Booking Charge*

#### ADDITIONAL FEES – RESERVED RIGHT TO CHARGE CARD UP TO 72 HOURS AFTER EVENT

1. *Cleaning Rules NON-Compliance Fee: \$100 for Event Center CC; \$150 for Event Center YC*
2. *Actual Cost for Damages to premises; including, grounds, buildings, and equipment*
3. *Lost key Charge of \$50 for either Event Center*

#### RENTAL PERIOD:

- *FULL DAY: 10:00 am to 11:00 pm only. Renters are only allowed on the premises during these hours. Being on the premises at other than these hours will be considered trespassing*
- *To Rent Additional Hours for Decorating Contact [info@karnscommunityclub.info](mailto:info@karnscommunityclub.info)*
- *Gate at the Event Center YC (Youth Center) will be locked by the Lions Club at 11 PM*

#### CREDIT CARD CHARGED AS FOLLOWS AFTER 48 HOUR CANCELLATION GRACE PERIOD:

##### 1. Booking 60 days or more before Event

*At Booking, a \$50 NON-Refundable Booking Charge (Part of Rental Fee)*

*At 60 days prior to Event Date, the NON-Refundable Remainder of Rental Fee*

##### 2. Booking Less Than 60 Days Before Event

*At Booking, the NON-Refundable Total Amount of Rental Fee*

##### 3. After Event – Potential Cleaning, Damage and Lost Key Fees as described above

##### 4. If Cancellation

*a. 48 hours after booking to 60 days prior to your Event - \$50 Booking Charge Retained*

*b. Less Than 60 days Prior to Event Date – Full Rental Fee Retained*

*c. To Cancel, email Site Administrator at [info@karnscommunityclub.info](mailto:info@karnscommunityclub.info) with name and date.*

Note: As used in this document, Credit Card generally means any major Credit Card, Debit Card or other digital payment method that is Both: 1. Authorized for recurring payments and 2. Authorized for on-line purchases. Most Credit Cards meet these criteria. Some Debit Cards may not. If there is a problem contact your Bank or other Payment Provider.

**PART DAYS (MONDAY, TUESDAY, WEDNESDAY, THURSDAY) RENTAL DETAILS (SAME FOR EACH BUILDING EXCEPT COST)**

- **All Part Day Bookings on these days for both Event Centers when Community Organizations may or may not have Part Days reserved will be made manually by the Site Administrator; you cannot self-book. You can self-book full days where there are no Community Organizations scheduled (see Full Day Rentals above).**
- If you would like to discuss a rental during these Partly reserved days, please email the Site Administrator at [info@karnscommunityclub.info](mailto:info@karnscommunityclub.info)
- Part Day Bookings at Event Center CC are \$20 per hour with a 4-hour minimum and a \$150 per day maximum; Part Day Bookings at Event Center YC are \$25 per hour with a 4-hour minimum and a \$200 per day maximum.
- Part Day rental will be subjected to the same Booking Rules for Payment, After Event Cleaning Charges, Damage Charges, and Lost Key Charges as listed above for Full Days Rental.
- **To allow the Site Administrator to manually book your Part Day Event and charge your Credit Card, you must register an account with your credit card information by activating the [View Calendars-Book] Link at the bottom of this Booking Page and going through the first part of the booking process. An alternative is to email the Site Administrator at [info@karnscommunityclub.info](mailto:info@karnscommunityclub.info) with your first name, last name, email address, and text enabled telephone number and ask to be sent the Booking Confirmation Email with Link.**
- If you have problems navigating the Registration process, consult the Booking Instructions Page on this website or email the Site Administrator at [info@karnscommunityclub.info](mailto:info@karnscommunityclub.info)

**RENTAL RULES FOR FULL AND PART DAY RENTALS**

**RENTER INSPECTION (BEFORE EVENT)**

- Inspect the tables and chairs and any other items to be used as you get them out of storage.
- Immediately notify the Karns Community Club of any broken or damaged items by email at [info@karnscommunityclub.info](mailto:info@karnscommunityclub.info)
- Renter assumes responsibility for damage not reported as well as damage during the Event.
- The cost of replacement or repair of damaged items will be charged to your Credit Card (see discussion on damage charges above).
- If you need help, phone numbers are posted in each Center on the Communication Board.

**COMMUNITY CLUB (DURING AND AFTER EVENT TO OBSERVE RULES COMPLIANCE)**

- Karns Community Club reserves the right during the event to enter the buildings and to use cameras both inside the buildings and outside the building to remotely monitor the premises.
- An on-site inspection of each facility is made the next morning AFTER each rental.

**CLEANING AFTER EVENT (Full Compliance Required to Avoid After-Event Cleaning Charge)**

- All tables and chairs - clean and return to storage room.
- Clean Finger Prints and smudges from the entry doors and windows.
- Remove ALL food from kitchen, oven, and refrigerator.
- ALL TRASH - Place in bags (6-7 provided) and remove from premises. (Dumpster for either building trash located in parking lot next to ball fields at Youth Center - Gate locked at 11 pm).
- KITCHEN - Clean table, stove top, countertops, in oven, and in sink.
- BATHROOMS - Clean commodes, urinals, and countertops.
- MAIN ROOM - Clean Debris and Stains from the pews.
- MAIN ROOM - Sweep or Shake-Out Debris from the entry mat to the outside.
- FLOORS
  - ALL FLOORS - Dry Sweep with Push Mop to remove debris and paper.
  - KITCHEN FLOOR - WET MOP
  - BATHROOMS FLOORS - WET MOP
  - MAIN ROOM FLOOR - CAREFULLY WALK THE ENTIRE ROOM AND INSPECT THE FLOOR FOR DIRTY SPOTS, STICKY SPOTS, AND SHOE PRINTS.
  - MAIN ROOM FLOOR - WET MOP to remove any dirty spots, sticky spots, and shoe prints.
  - **MOST ALL EVENTS WITH FOOD WILL REQUIRE WET MOPPING THE ENTIRE FLOOR**

**OTHER VERY IMPORTANT RULES**

- **No Alcoholic Beverages, Includes Champagne & Wine in Building or On Premises.**
- **No Illegal Drugs, Gambling, or Loud Music in Building or On Premises**
- **No Firearms or other Weapons in Building or On Premises**
- **No Smoking in Building.**
- Nothing Is to Be Hung on Walls, Ceilings or Ceiling Fans. No Exceptions.
- No Tape, Tacks, or Any Type of Adhesive on Walls, Fireplace, Windowsills, Ceiling, or Ceiling Fans.
- No Glitter, Confetti or Piñatas Decorations Allowed.
- Tables May Be Decorated.
- No Sitting, Standing, or Climbing on Tables.
- No Bounce Houses of Any Kind, Inside Or Outside Facility.
- No Skateboarding or Roller Skating.
- All Exterior Doors Kept Closed Prior To, During, and After the Event.
- May change thermostat during use. Read directions for proper operation.
- Thermostat Set Back To 60 ° during winter and 78 ° in Summer Before Leaving Facility.
- Turn Off All Ceiling Fans and Lights, Except Those Marked to Stay On, Before Leaving.
- No Tampering with Any Cameras or Appliances Providing Services to the Cameras.

### **OTHER RULES INFORMATION**

All persons in the Karns Community Club buildings or on the associated premises have the responsibility to comply with any applicable federal, state, and local laws and regulations, and agree to indemnify the Karns Community Club, Inc. of and from any liability resulting from any violation of those laws. Only uniformed or properly identified law enforcement personnel are allowed to bring firearms or other weapons onto the Karns Community Club premises.

### **RESULTS OF RULES NON-COMPLIANCE**

- Karns Community Club reserves the right to make After-Event Charges for Cleaning not in compliance with the above Cleaning Rules in the amount of \$100 for Event Center CC or \$150 for Event Center YC. Appropriate Fees, not herein specified, may be charged for non-compliance with any of the Other Rental Rules listed in this document.
- Also, Karns Community Club reserves the right to close the event and ask any renter or guests violating or disregarding any of the above rules to leave the premises immediately. This will be deemed a Non-compliance with the Rules resulting in renter's Credit Card being charged, in addition to the rental fee already charged, the After Event Non-compliance Cleaning Charges. In addition, the renter will not be allowed to book future events.
- Any losses due to damage, theft, or noncompliance with these rules will be charged to the renter. Renters agree to pay the Karns Community Club's reasonable attorney's fees in obtaining the enforcement of any of the Rules in this document.

### **RULES FOR UNLOCKING AND LOCKING THE BUILDINGS**

- A Key Box on the front of each building contains a key for use during each event.
- An EMAIL with the Key Lock Box Code will be sent to the email address entered with your account registration approximately 1/2 hour prior to your Event.
- Before leaving the premises following your event, the key must be placed back into the Key Lock Box and the Key Lock Box closed to lock it.
- Failure to leave the key in this manner will result in the Lost Key Charge to your Credit Card.
- The email address used for sending the Key Box Code will be the email address entered with your account registration. If you wish the EMAIL to be sent to a different email address, email the Site Administrator at [info@karnscommunityclub.info](mailto:info@karnscommunityclub.info). Please add this email address as one of your trusted contacts so the email does not go to SPAM.

**VERY IMPORTANT:** The Karns Community Club strives to keep its Event Centers Alcohol and Illegal Drugs Free. **IF YOU ARE PLANNING AN EVENT WHERE YOU EXPECT TO SERVE ANY ALCOHOLIC BEVERAGE, INCLUDING WINE OR CHAMPAGNE, OR BELIEVE YOUR GUESTS WILL BE BRINGING ANY ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS, PLEASE DO NOT BOOK ONE OF OUR CENTERS.** Thank you for your cooperation.

**FINAL STEP:** Thank you for considering booking one of our Event Centers. If you have unanswered questions or need additional information or photos, please email us at

**FOR QUESTIONS AND/OR ADDITIONAL INFORMATION EMAIL: [INFO@KARNSCOMMUNITYCLUB.INFO](mailto:INFO@KARNSCOMMUNITYCLUB.INFO)**

[info@karnscommunityclub.info](mailto:info@karnscommunityclub.info). You have scrolled to this point so we trust that you have closely read the Booking Information and Event Rules and agree to comply with all of them. During the Booking Process you will be asked to certify you have read and will comply with them.