

KARNS COMMUNITY CLUB – EVENT CENTERS

VENUE CUSTOM TERMS AND CONDITIONS AND RENTAL RULES (V2.1, 11-9-2022)

FRIDAY, SATURDAY, SUNDAY RENTAL DETAILS (SAME FOR EACH BUILDING EXCEPT FOR COST)

Rental Period:

- 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.
- Gate at the Event Center (YC), will be locked by the Lions Club at 11 PM.

BOOKINGS CAN ONLY MADE ON-LINE, with a Credit Card, and within 183 days (6 months) of the Event date by accessing <https://karnscommunityclub.info> where there is a BOOKING PAGE with a link to our Skedda booking software.

The process is “Book Now Pay Later”. A hold of the total amount of your rental (rental fee plus deposits) is placed on your Credit Card at Booking Confirmation.

AFTER BOOKING OR AT YOUR CANCELLATION OF THE EVENT YOUR CREDIT CARD WILL BE DEBITED AS FOLLOWS:

1. 60 days before Event or 24 HOURS After Booking (if Less than 60 days before Event)

A Non-refundable \$150 Rental Fee for Event Center CC or \$200 Rental Fee for Event Center YC.

2. After Event

- a. \$100 Damage and Cleaning (DC) Deposit for Center CC and \$150 DC Deposit for Center YC if noncompliance with any of the Rental Rules (listed below).
- b. \$50 Key Deposit if noncompliance with replacing key in key box and relocking it.
- c. Any other amount of damage you created above the \$100 or \$150 DC Deposit.

3. At Cancellation

- a. Booking confirmation to 24 hours after booking = \$0
- b. 24 hours after booking to 60 days prior to your Event = \$50
- c. No DC and Key Deposit will be charged
- d. To Cancel, email Site Administrator at 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.

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

- **All Bookings on these days for both Event Centers will be made manually by the Site Administrator; you cannot self-book.**
- If you would like to discuss a rental during these days. please email the Site Administrator at info@karnscommunityclub.info.

FOR QUESTIONS AND/OR ADDITIONAL INFORMATION EMAIL: INFO@KARNSCOMMUNITYCLUB.INFO

- Bookings at Event Center CC are \$20 per hour with a 4-hour minimum and a \$150 per day maximum; Booking at Event Center YC are \$25 per hour with a 4-hour minimum and a \$200 per day maximum.
- For a one-time rental of 6 hours or less, a Damage and Cleaning (DC) Deposit of \$100 for Center CC and \$150 for Center YC and a \$50 Key deposit will be required
- For a booking of 4 or more consecutive rentals of 6 hours or less, no DC deposit will be required as long as the renter continues to comply with the Rules. A \$50 key deposit will be required.
- Bookings of 7 or more hours are considered all day bookings and the \$100 or \$150 DC Deposit and \$50 Key Deposit will be required
- **To allow the Site Administrator to manually book your Event and charge your Credit Card, you must register an account on our Skedda Booking Software by emailing the Site Administrator at info@karnscommunityclub.info and asking to be sent the Booking Link Email.**
- Click on the link in the email when you receive it from the Site Administrator and you will be guided through the Register Screen.
- After registration you will receive a “Thanks for Signing Up” email asking you to “Confirm your account and set up a login”.
- Click on the “Confirm your account” and set up a password for future logins.
- Click on Person Icon on the lower left side of the page to access My Profile.
- Enter your telephone number (must be able to receive texts) and your Credit Card information at the bottom of the page and Click “Save All Changes”.
- You will receive an email confirming “Your credit card details were changed.”
- The Skedda booking software does not allow KCC to enter your Credit Card information into the system; you must enter it yourself.
- The Site Administrator will then manually book your chosen Event date(s) and time(s) and charge the correct amount to your Credit Card. You will receive an email when that has been completed.
- If you have problems navigating the Registration process, consult the Booking Instructions Page at <https://karnscommunityclub.info> or email the Site Administrator at info@karnscommunityclub.info

RENTAL RULES

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.
- 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 debited from your Credit Card.
- 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 also 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

Cleaning Equipment, Supplies and Instructions are Provided

- Clean all tables and chairs and return back to storage room.
- Place all trash in provided trash bags (Includes trash in bathroom and kitchen trash cans).
- Clean kitchen including any residue on stove top, in oven, sink or on countertops.
- Remove ALL food from kitchen, oven, or refrigerator
- Clean the bathrooms
- Sweep the floors as necessary to remove debris and paper.
- Mop the floors as necessary to remove any sticky spots.
- Clean finger prints and smudges from the entry doors and windows.
- Remove all trash from the property, do not leave it outside the building. Trash for either building can be disposed of in dumpster located in the parking lot next to the ball fields at the Lions Club Park if done before the gate is locked at 11 pm.

Other Very Important Rules

- No Alcoholic Beverages, Includes Champagne & Wine in Building or On Premises.
- No Illegal Drugs, Gambling, Loud Music, or Firearms 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, or Ceiling
- 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.
- Thermostat Set Back To 60 ° during winter and 78 ° in Summer Before Leaving Facility.
- May change thermostat during use. Read directions for proper operation.
- All Ceiling Fans and Lights, Except Those Marked to Stay On are Turned Off 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 Noncompliance

- Karns Community Club may require the forfeiture of the DC Deposit for the violation of any of the Rental Rules listed in this document.
- Also, Karns Community Club reserves the right to ask any renter or guests violating or disregarding any of the above rules to close the event and leave the premises immediately. This will result in renter's Credit Card being debited the rental fee and all deposits. 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

- Key Box on the front of each building contains a key for use during your event.
- You will receive an EMAIL with the Key Box Code sent to the email address associated with your account registration approximately 1/2 hour prior to your Event.
- Before you leave the premises following your event, the key must be placed back into the Key Box and the Key Box closed to lock it.
- Failure to leave the key in this manner will result in the forfeiture of the Key Deposit.
- For Booked dates by telephone before September 2, 2022 for a date in 2022, follow the instructions provided for key pickup at Gordons Drugs. The last day for key pickup there is December 31, 2022.
- The email address used for sending the Key Box Code will be the email address on your account registration. If you wish the EMAIL to be sent to a different email address, email the Site Administrator at 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, 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 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 them.