

## POLICIES FOR PRIVATE USE

The following Policies have been set forth in an effort to serve the community, businesses, tenants, partner and nonprofit organizations who wish to use The Carnegie Center for public or private functions. They have been established for the efficient operation of the building, protection of The Carnegie Center property and board of Trustees, and conformance with safety regulations and codes.

### 1. PAYMENT

Reservation is not confirmed until the contract and the 50% deposit are received. **RENTAL DEPOSIT IS NON-REFUNDABLE 7 days after the receipt of the deposit.** The balance of your rental fee and proof of event insurance must be received three (3) months prior to the event to maintain the reservation and avoid cancellation by The Carnegie Center. In case of cancellation of the event, please see Item #9. Client is only guaranteed time in the building that has been paid for, and early set-up, deliveries, etc. prior to the contractual day cannot be guaranteed unless time has been purchased to do so and is available based only upon availability and at the discretion of The Carnegie Center of Columbia Tusculum and exclusive caterer.

### 2. BUILDING ACCESS

Weekend event rates allow full building access starting at 9am and ending at midnight. Weekday, rehearsal and/or hourly rates limit building access to the exact time in the building paid for at corresponding rates. No access before or after will be allowed.

Only the specific areas designated by the Renter in the Rental Agreement will be available for use during the event unless notice and further compensation are made to The Carnegie Center prior to the event. If the Renter is using only one room or a limited area, the rooms not agreed upon may be rented to a second entity unless a prior arrangement has been made with The Carnegie Center. The Foyer and restrooms are common areas.

### 3. EVENT INSURANCE

The renter is responsible for purchasing Event Insurance coverage for liability and liquor from the venue selected provider. Venue must be included as "additional insured" on your policy. Certificate of insurance must be sent to venue prior to the scheduled event. Cancellation insurance is optional.

### 4. PROPERTY DAMAGE

The Renter is responsible for any loss, breakage or damage to equipment and or physical property during the use of The Carnegie Center of Columbia Tusculum. The renter is responsible for ensuring vendors hired by the renter for their event are made aware of and abide by the policies outlined in this document and is responsible for any damage or lack of adherence to these policies. The renter agrees to indemnify and hold The Carnegie Center harmless from any claims for loss, injury and damage to any person or property while anywhere on the premises including counsel fees and expenses in connection therewith.

Furnishing provide by the renter or items belonging to the Carnegie Center **MAY NOT BE** pulled, pushed or drug across the wood floors. This requirement must be adhered to, to prevent damage to the wood floors.

Flooring must be protected where drinks are served and ice is stored to prevent wood floor damage.

### 5. CONDUCT

All persons using The Carnegie Center are requested to conduct their event to avoid disruption of other events/classes/uses and with consideration for the residential neighborhood. The Renter assumes full responsibility for the behavior of all persons on the premises during the period of the Rental Agreement including setup and cleanup times. Proper supervision must be provided for any event involving minors.

No firearms or other weapons are allowed on the premises. The Carnegie Center reserves the right to refuse rental space to Renters with or without cause. All applicable fire and safety regulations, including the limits on the number of occupants, shall be observed by the Renter. All exit doors must be left free and unobstructed. The Carnegie Center is a non-smoking facility.

## 6. CATERING

The Carnegie Center of Columbia Tusculum has a contracted Exclusive Caterer. Any event booked at the venue that serves food must use the exclusive caterer's services. No outside purchased food is allowed. It is the responsibility of the renter to ensure the caterer's services provided and pricing meets their needs prior to signing a rental contract.

The only exception is for fundraisers if food is donated by a restaurant or company. The exemption requires written proof of donation from the provider. Any small meeting or family-style activity may bring in home-cooked, pot-luck meals. If opting out of catering, the welfare of the guests shall be the responsibility of the Renter.

## 7. ALCOHOL

*Clients may bring their own alcohol with the following conditions:*

- Alcohol may only be consumed if served by a licensed bartender. The only exception to this rule is one bottle of champagne in the bridal suite during bridal party preparations.
- Event Insurance must include liquor liability coverage.
- Alcohol consumption is only permitted during the active event hours, not prior to or after. The only exception is one bottle of champagne for the bridal suite, if bridal suite is in use earlier in the day.
- Leftover alcohol must be picked up the day after the event. No leftover alcohol may be taken out the night of the event. Guests may not leave the premise with opened or unopened alcohol.
- Guests may not be in possession of or served more than one alcoholic beverage at a time.
- Last call for serving alcohol must be 30 minutes prior to the end of the event.
- If the Renter (applicant) is under the age of 21, a person 21 years of age or older shall be required to sign the rental contract as the responsible party for ALL alcoholic beverages brought onto the premises. This includes responsibility for who consumes the alcohol and the conduct of such individuals.
- No alcoholic beverages may be sold on the premises without proof of the appropriate temporary liquor license provided to The Carnegie Center at least seven (7) days in advance of the event. A temporary license must be applied for from the State of Ohio Department of Liquor Control at least 60 days prior to the event. No alcoholic beverages may be sold to minors. The sale of liquor to the public may necessitate the hiring of additional personnel or peace officers at the expense of the Renter.

## 8. MARIJUANA

Possession, use, or distribution of any form of Marijuana is prohibited in the building or on the property.

## 9. FURNISHINGS & EQUIPMENT RENTAL

**As part of our preservation responsibilities, we provide for free and require use of a dance floor for special events involving dancing.** Arrangements to bring in additional furniture or equipment for any function must be made with The Carnegie Center in advance of the event. **All rentals must be removed immediately after the function unless other arrangements are approved prior to the function.** Previous day deliveries or next day pickup of items may be subject to additional personnel fees as per Item #9. *The Carnegie Center assumes no responsibility for items left on the premises.* No items or equipment belonging to The Carnegie Center may be removed from the building at any time. The Carnegie Center requires all rental tables to be set up and taken down by the rental company or the Renter **unless other arrangements are made.**

## 10. DECORATIONS

No decorations or other items may be applied to doors, windows, floors or walls unless previously approved by The Carnegie Center. *Renter will be assessed for any damages caused by application or removal of decorations.* No confetti-type material, glitter, rice, birdseed, petals or bubbles may be used inside or outside The Carnegie Center property. **No tape shall be used at any time for decorating.** No signs may be hung or displayed on or around The Carnegie Center by the Renter without prior approval. Use of candles is limited to those protected inside glass containers such as votive candleholders or hurricane globes, and must be approved in advance by The Carnegie Center. Any damage to the facility due to decorations may result in loss of security deposit.

#### 11. **VENDORS**

It is the responsibility of the Renter to ensure all contracted vendors are aware of and adhere to these building Policies and Procedures.

#### 12. **TABLES AND CHAIRS**

The client may use The Carnegie Center of Columbia Tusculum's table and chairs but must pay the required table and chair set-up fee to do so unless using the exclusive caterer's staff. Only the staff of The Carnegie Center of Columbia Tusculum and/or Jeff Thomas Catering and their associates may move and set-up The Carnegie Center of Columbia Tusculum's chairs and tables. If the client needs more table and chairs for their event that are available at The Carnegie Center of Columbia Tusculum, it is the responsibility of the client to find and bring additional table and chairs to meet their needs or make arrangements with the caterer to do so. Client of The Carnegie Center of Columbia Tusculum are not required to use the tables and chairs at The Carnegie Center of Columbia Tusculum. There are no surcharges assigned to the client if they choose to rent or bring tables and chairs from an outside source. If the client uses tables and chairs from an outside source, the renter is fully responsible for any damage caused by their set-up and use. Likewise, arrangements for pick up must be made in advance to coincide with The Carnegie Center's schedule and availability. The Carnegie Center will not set up rental tables/chairs unless paid to do so. At the end of the event, rental items must be torn down by client or rental company unless TCCCT or catering staff has been prepaid to do so.

#### 13. **PARKING & DIRECTIONS**

There is parking available around The Carnegie Center building (13 spots,) and free on Donham and Eastern Avenues.. A map and/or written directions can be supplied. Any Renter wishing to hire a valet and/or security service may do so at his/her own expense. All calls for directions and other information regarding the Renter's function must be directed to the Renter, not The Carnegie Center.

#### 14. **NON-PROFIT ORGANIZATIONS**

Non-Profit organizations are required to provide proof of non-profit status from the Internal Revenue Service, i.e. IRS 50 I(c)(3) letter. This letter must be supplied with the Rental Agreement.

#### 15. **CANCELLATION POLICY**

ALL FIRST DEPOSITS FOR ROOM RENTAL ARE NON-REFUNDABLE. Cancellation of function must be made in writing at least 6 months prior to function. If cancellation is made less than 6 months prior to function, Renter is responsible for cancellation charges up to 100% of agreed rental unless The Carnegie Center is able to rent the space to another person or organization, in which case a \$50 handling fee will be assessed.

#### 16. **RESCHEDULING OF AN EVENT**

The renter may reschedule their event **IN WRITING** for another available date of equal rental value or less at anytime leading up to the **CONTRACTED EVENT DATE**. **A surcharge equal to 25% of the total rent will be charged for rescheduling the event and is due at the time of rescheduling.** The re-scheduled date must be conveyed in writing to The Carnegie Center of Columbia Tusculum within **30 days** of the request to reschedule or the event will be considered cancelled and the CANCELLATION POLICY will be in effect.

#### 17. **MILITARY DEPLOYMENT**

In the case of unanticipated military deployment of the bride or groom, the client may either choose to have a full refund of the rental amount or keep the rental deposit on account for rescheduling of an event within 2 years of the original booked date at the same rental rate of the original booking. Catering refund or deferment policy in the case of deployment will be determined by the caterer.

#### 18. **HARASSMENT POLICY**

All Renters must read, understand, acknowledge and adhere to The Carnegie Center of Columbia Tusculum's Harassment Policy, which will be provided for review in a separate document.