



**Katie & Irwin Kahn Jewish Community Center
Rental Procedures and Policies
Contract Appendix I**

You are responsible for adhering to all regulations pertaining to the rental areas within the Katie and Irwin Kahn Jewish Community Center (JCC). Please read through the entire package of rental information before signing the Rental Contract. **Failure to do so may result in loss of all or part of your security deposit.**

- A signed Rental Contract, 25% of room rental and a valid credit card for a \$300 security deposit charge required to guarantee room and date for business hour events. A signed rental contract, 25% of room rental and a valid credit card for a \$500 security deposit charge required to guarantee room and date for afterhours events. If event is less than 30 days away, full payment and all forms are required.
- The remaining rental balance and other charges are due 30 days prior to event date. **Failure to pay the balance within the 15 days will result in loss of reservation and security deposit.**
- Security deposit will be refunded within 7 Business days provided that the JCC staff is assured that all contract requirements are fulfilled.
- Security will be required for all events that are after business hours and/or events with 100 or more attendees and/or if alcohol is being served. Renter will use and be financially responsible for security from Richland County Sheriff's Department and will be included in your fees. For your convenience, JCC will reserve security for your event.
- **Renter understands he/she will be charged an additional \$100 for every 30 minutes over the time allotted on the contract.**
- **Renter understands he/she and all event attendees will uphold to any policies in place at the Katie and Irwin at the time of the event.**

CANCELLATION POLICY

1. A letter of cancellation must be received before a refund can be processed.
2. Transfer of event date is allowable 30 days or more before event.
3. Renter forfeits reservation deposit if cancellation is less than 30 days before event.
4. Any rental that is canceled and was paid by credit card will incur a 3% transaction fee.

REASONS FOR LOSS OF SECURITY DEPOSIT

1. Violation of rules by Renter or vendors contracted by Renter.
2. Damage, and/or loss of JCC property.
3. Rented space not left in clean and safe condition. i.e. stains on carpet
4. Lack of required information that adds additional cost to the JCC.
5. **Early arrival or late departure.**
6. Renter forfeits security deposit if cancellation of event is less than 30 days before event.



**Katie & Irwin Kahn Jewish Community Center
House Rules
Contract Appendix II**

Alcoholic Beverages

- o Alcohol may be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the South Carolina as long as the Renter abides by the following rules:
 - (i) Renter shall take full responsibility for and hold the K&IKJCC harmless from any and all claims arising out of the serving and consumption of alcoholic beverages.
 - (ii) Alcoholic beverages must remain in designated rental area.
 - (iii) All alcohol shall be removed from the premises at the end of the event.

Animals

- o Service animals are allowed. All other animals are prohibited, unless otherwise approved.

Children / Youth

- o Children must be accompanied by a responsible adult at all times.
- o Children should not be wandering around the facility. This is for everyone's safety.

Clean-Up

- o Spills or other accidents are to be reported to the JCC staff immediately.
- o Renter is responsible for assuring that all trash and decorative materials have been placed in appropriate receptacles before vacating the room(s).
- o If trash receptacles fill up during your event, please inform JCC staff to be emptied.

Displays / Postings

- o Displays, signs, flags, banners or decorations may not be erected, attached or mounted inside the JCC without staff permission.
- o Handbills, literature or promotional materials that advertise, promote, or identify a commercial enterprise may not be distributed outside of the event room without JCC permission. Items will be disposed.
- o Renter may decorate if Renter furnishes decorations.
- o Candles without holders are not allowed

Electrical Outlets

- o The JCC does not allow equipment to be plugged into outlets without prior authorization. Some items will not be approved because of a potential for overload of the system.

Enforcement

- o If damage to buildings, grounds or equipment occur, JCC will charge the Renter responsible for the cost of repair.
- o Renter will be responsible for any damages to any piece of furniture or equipment during the allotted time of rental and any necessary repairs will be charged accordingly.

Equipment

- o Chairs and tables are available at no charge to Renter.
 - Renter - at own expense - may supply or rent additional equipment. JCC is not responsible for arranging/set up additional rental equipment. JCC will not assume liability for such items delivered.
- o Rental items must be removed immediately after event, without prior permission from JCC management.
- o Equipment brought into the facility must be approved in advance upon reserving space.

Firearms

- o No one may carry, either openly or concealed, firearms or other dangerous weapons.

Floral / Plants

- o All floral arrangements and plant matter brought into the building must be clean and pest free.

Food and Beverage

- o If food and beverages are taken into a room or the catering kitchen, any remaining items must be disposed of in the receptacles.
- o Do not put any food down the sinks in the catering kitchen, there is no disposal. Please scrape any food items into the trash before washing.
- o A caterer may use food-warming devices that require open flame.
- o **No pork or shellfish allowed.**

Music

- o If amplified sounds/music is a part of an event inside a conference room, it cannot interfere with other meetings or business within the facility. While amplified sounds or music is playing, banquet room's doors must remain close with the exception of entering/exiting.
- o Loud, vulgar or riotous noise, music and/or disorderly conduct will not be tolerated and may be grounds for ending the event.

Parking

- o Renter or anyone associated with Renter is allowed to unload items in drop off area in front of the building. Anyone that leaves a car unattended for 20 minutes or more is subject to be towed at their own expense.
- o Vehicles should not be left overnight and are subject to be towed at Renters expense.
- o JCC will not be liable for any vehicles left on-site overnight.

Smoking

- o Smoking is not permitted inside or in front of the building. Renter and guests must comply with campus smoking policies.

Set-up

- o Set-up and breakdown time is part of your agreed rental time. Any additional time beyond the agreed rental period will be charged accordingly.
- o JCC will set-up up to 6 tables and 48 chairs per banquet room.
- o Renter must provide set-up diagram to the JCC a week in advance. (please see front desk or Emily for assistance on set-up diagram.)
- o Renter understands the set-up will be done as close to the diagram as possible and JCC will not be held responsible for changes to the set-up on the day of event.
- o Renter may re-arrange set-up as needed on the day of event.
- o JCC will only provide 8-foot rectangular tables and chairs in the Zone Room. Round tables are not available in the Zone Room.

Banquet Room Set-Ups

- o We will provide 6 tables per banquet hall room with up to 48 chairs. We have 8 foot rectangular tables and 60 inch round tables.
- o We will set up the 6 tables and up to 48 chairs and we will break it down. If your event requires more tables or chairs, you will be held responsible for the set-up and break down of those extra tables and chairs.

Zone Room Set-ups

- o We only allow rectangular tables in the Zone room. Round tables are not available.
- o We will provide up to 8 – 8 foot rectangular tables and 80 chairs in the Zone room.

Gym Set-Ups

- o We require the Renter to rent the tarp for the gym floor if you are putting tables and chairs in that space.
- o The gym can accommodate up to 22 round tables with up to 176 chairs. If your event requires additional round tables and chairs, you will have to go through a third party vendor to rent additional tables and chairs.



Katie & Irwin Kahn Jewish Community Center
RENTAL CONTRACT

Date of Function: Rental Time: Event Start Time:

Room(s)/Area Reserving: Room A B C A&B B&C A, B, & C 1/2 Pool
Conference Room Zone Lobby Outdoor Space 1/2 BB Court Full BB Court

Organization: Type of Event:

JCC Member? no yes JCC Member Number:

Renters Name: Email Address:

Address: City: State: Zip:

Home Telephone: Alternate Phone:

Additional point of contact (Required): Contact Number:

of guests: Events with 100 guests or more and/or are serving alcohol are required to have Security through Richland County

Is alcohol to be served: Richland County Fee of \$50.00 x Hours =

Rental Fee: For Office Use Only Deputy Required: Scheduled: to

Zone Only Security Deposit (\$150): Banquet Rooms and Basketball Court Security Deposit (\$300.00): After Hour Event Security Deposit (\$500): (Security deposits are refundable 5-7 business days after your event)

Additional Fees: Tarp (Gym Floor) \$300.00 Additional Lifeguard \$30.00 Stage \$200.00
Dance Floor (Square): 10'x10' - \$250.00 Dance Floor (Square): 16'x16' - \$500.00
Dance Floor (Square): 18'x18' - \$600.00 Dance Floor (Rectangle): 10'x16' - \$400.00
Dance Floor (Rectangle): 12'x16' - \$450 Dance Floor (Rectangle): 18'x24' - \$900.00
Black 120" round table cloths - \$15/each: How many?

Total Due: Total paid today: Balance Due:
(Total rental fee + security deposit) (25% of rental fee + security deposit)

I/We have read and understood this agreement and the policies it contains. I understand that if I/we or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by Katie and Irwin Kahn JCC, in its sole discretion, and/or all deposits made retained by Katie and Irwin Kahn JCC. I understand and agree that, in addition, I/we will be responsible and liable to Katie and Irwin Kahn JCC for any costs exceeding the amount of the retained deposit.

Signature of Renter Date:

Renter has inspected the premises and accepts the use of the premises "as is". Renter agrees to indemnify and hold harmless Jewish Community Center from any claims of any kind, including but not limited to: attorney's fees arising from the use or occupation of the premises by Renter, Renter's guests, invitee, agents, employees, or any independent contractors working for the benefit or Renter. Renter further agrees to comply with all applicable ordinances and laws.

The Renter also agrees to abide by all rules and regulations that are attached and made a part of the contract. The Renter is responsible for damage or breakage to any portion of the Jewish Community Center and its property.

The general rules of use and rental procedures and policies which are enclosed hereto this contract, are incorporated into this contract and by signing this contract Renter is agreeing to all stipulations. In the event lessor shall learn that Renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the Renter without further liability.

Renter will be held responsible for any service fees resulting from returned checks.

CREDIT CARD INFORMATION: (MUST BE INCLUDED)

I authorize the Katie and Irwin Kahn Jewish Community Center to initiate transactions on my credit card account.

Card: ____ Visa ____ MC ____ AMEX

Authorized Name Printed on the Card (Please Print) _____

Credit Card #: _____

Exp. Date: _____

Authorized signature: _____

** Patrons must be at least 21 years of age to sign rental contract

** No function will take place without adult supervision

** Person who signs this contract must be present for function unless approved by Staff

Please initial the following:

____ I have read and understood the JCC Rental Contract and attached appendices.

Signature of Renter: _____ Date: _____

Signature of JCC Representative: _____ Date: _____