



SPECIAL EVENTS GUIDE

KCC RENTAL POLICIES:

1. KCC requires a 25% non-refundable Rental Deposit at time of signing the contract and booking event.
2. Remainder of fees for the venue, rental items, and staffing are due 30 days prior to event.
3. Rental items added to your contract within 30 days of your event, including the day of your event, are due and payable immediately.
4. If the rental is canceled, KCC will refund payments received less the 25% non-refundable Rental Deposit.
5. KCC requires a \$250.00 Security/Damage Deposit and is due 30 days prior to event.
 - The Security/Damage Deposit will cover furniture, equipment, event supplies, and the facility. Any damage resulting from the customer's use will be the financial responsibility of the person signing the contract.
 - If any of the deposit is used, a report will be sent detailing the reason along with a check for the remaining funds.
 - In the event the Security/Damage Deposit is not adequate, the customer will be invoiced for additional amount to cover reported damages
6. **Cleaning Fee Options:** Cleaning Fee(s) will be based on area(s) reserved.
 - a. **Option A:** Payment of Cleaning Fee allows the rental group to remove items they brought to the Center and leave the cleaning behind. (Minimal clean up required)
 - 1) Remove all items brought to the Center: personal belongings, supplies, decorations, packaging materials, beverages, and leftover food. Remember to remove items from refrigerator(s.)
 - Pacific City has no recycling service; therefore, all recyclable boxes, bags, and wrapping must be taken with you when packing up personal belongings.
 - Refundable bottles and cans may be taken or left behind in the appropriate recycling containers provided by KCC.
 - 2) All garbage must be removed to the outside dumpster. Key will be provided by the Attendant.
 - 3) Wipe up spills as they occur with white towels provided. Rinse the towels used for spills and place rinsed towels in large utility sink in the North Hall next to the washing machine. (If rental is for Faye Jensen Hall only, please place rinsed towels in Faye Jensen Hall sink.)

Kiawanda Community Center

P.O. Box 1111, 34600 Cape Kiawanda Drive, Pacific City, OR 97135

Phone: 503-965-7900 Website: kiawanda.com E-mail: kiawanda98@yahoo.com

KCC RENTAL POLICIES Continued:

- b. **Option B:** All cleaning assumed by rental party. Push broom, mop, and cleaning supplies provided by KCC.
- 1) Remove all items brought to the Center: personal belongings, supplies, decorations, packaging materials, beverages, and leftover food. Remember to remove items from refrigerator(s.)
 - Pacific City has no recycling service; therefore, all recyclable boxes, bags, and wrapping must be taken with you when packing up personal belongings.
 - Refundable bottles and cans may be taken or left behind in the appropriate recycling containers provided by KCC.
 - 2) All garbage must be removed to the outside dumpster. Key will be provided by the Attendant.
 - 3) Wipe up spills as they occur with white towels provided.
 - 4) Floors must be swept and then mopped.
 - 5) Tables must be washed with sanitizer.
 - If table linens are reserved, leave linens on tables for KCC attendant to inspect and spray with cleaning solution. After removal by KCC, proceed with washing tables.
 - 6) Chairs must be washed with sanitizer and stacked (8) high.
 - 7) Countertop(s) in all area(s) used must be washed with sanitizer.
 - 8) Rinse all used towels and place rinsed towels in large utility next to the washing machine in the North Hall. (If rental is only Faye Jensen Hall (FJH), please place rinsed towels in FJH sink.)
7. **Prior Day Set-up Option** is available for a fee of \$250.00 and must be preapproved by Executive Director. This fee allows you to reserve the Center for three (3) hours to deliver supplies, decorations, food, and beverages. It provides time to take care of details. It is the intention that this additional time will provide less stress and maximum enjoyment on day of your event. There will be no early access without the additional reservation fee.
8. **Following Day Clean-up Option** is available for a fee of \$250.00 and must be preapproved by Executive Director. This fee allows you to return the next morning to pack up your personal belongings and perform the cleaning required for your event. With payment of this fee, there will still be minimal cleaning on the night of event. (Wipe up spills as they occur, wrap all food and store appropriately, remove garbage to the outside dumpster.) There will be no storage of supplies and no access to the building the following day without the additional reservation fee.
9. Piano in the Great Hall is available for use. A tuning fee of \$100.00 will be charged should the piano be moved from its current location.
10. Event Insurance Binder is required for all events. Events with alcohol will be required to provide Event Insurance with Liquor Liability coverage. The insurance certificates must list Kiawanda Community Center as Additional Insured and is required before start of your event.

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Promotion of Public Events

Kiawanda Community Center can help promote your event. We have a link that automatically updates our website with events from our Facebook page. You have two options to get your event posted on our Facebook page and website.

Option 1 - post the event and your Facebook page. Add Kiawanda Community Center as a co-host and then share the event with Kiawanda Community Center.

Option 2 - send KCC the information you would like posted including a promotional photo (optional), date and time and a description of the event. KCC will post the event on our Facebook page.

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KCC RULES and RENTER RESPONSIBILITIES:

1. Beer, wine, and cider may be served, provided that all OLCC requirements are met. Renter takes full legal responsibility as host of the event. Renter agrees to indemnify KCC and hold the Center harmless from any and all liability arising from serving or sale of alcohol on the premises. During all events, OLCC guidelines must be followed accordingly. Alcohol must be consumed inside the building only. Liqueur Liability Event Insurance is required if you provide alcohol at your event. A liability certificate with Kiawanda Community Center as Additional Insured is required before start of your event.
2. If food will be served, it is the responsibility of the customer to meet all health codes and licensing requirements. The customer takes full responsibility as host of the event. Customer agrees to indemnify KCC and hold the Center harmless from any and all liability arising from serving or sale of food items on the premises. KCC does not provide foil, plastic wrap, or "To Go" containers. You will need to: supply Tupperware, foil, and plastic to wrap and take leftover food and provide utensils, knives, and other supplies needed for serving your guests.
3. Children are to be supervised at all times and are not allowed in other areas of the building that are not included in the rental agreement. Customers are responsible for all damage done by children and/or minors who attend their events.
4. Guests are to use only the area(s) reserved in the rental agreement. Use of additional area(s) may be added to contract if available at time of your event.
5. KCC items being rented and used for your event are for use in KCC facility and must remain on KCC property at all times. Rental of KCC items does not give you access for removal and/or use offsite. (such as chairs, tables, decorations, linens, etc.)
6. No tape, nails or adhesives are to be used on the walls or ceilings anywhere in the Center. 3M hooks may be considered if appropriate and needs express permission by KCC management.
7. KCC is a candle-free facility. LED candles are permitted.
8. Fog machines are not permitted. It is your responsibility to tell your DJ or live musicians. This rule will be strictly enforced. KCC's Fire Suppression System is very sensitive. The fog is registered as smoke and sets off the fire alarm. The system is set to register heat before turning on the sprinklers. There have been (2) wedding receptions disrupted due to fog. The alarm went off, the Fire Department was notified, and the building had to be evacuated for 30-45 minutes while the Fire Department provided their mandatory inspection. Both weddings ended during the evacuation as most people used that time to say goodbye and left the event.

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KCC RULES AND RESPONSIBILITIES Continued:

9. For safety purposes, all "Exit" doors, throughout the building, must remain unobstructed by tables, booths, and other event items. Hallways must maintain clear walkways at all times.
10. KCC is a non-smoking facility. Smoking is permitted in the designated area at the NW corner of the paved parking lot.
11. Barbeques are permitted on North patio.
12. All activity, including tear-down, clean-up, and vacating the building, must take place by 11:00 pm.
13. Pets are not allowed in the building, with the exception of service animals that perform a specific and necessary job in accordance with the "U.S. Department of Justice, Civil Rights Division, Disability Rights Section." Copy of U.S. Department of Justice documents will be made available upon request.
14. Overnight camping is not allowed.
15. Non-occupied vehicles may remain in the parking lot overnight by obtaining a \$10.00 Parking Permit from KCC. Signs are posted on the property that allow KCC to tow vehicles without proper permit. KCC has no desire to tow vehicles. Staff, volunteers, tenants, and customers need access to parking for day-to-day operations and ongoing events. Permits are provided at the front desk & are distributed based on such need. The "Parking Permit" also provides KCC with contact information for vehicles left on our property in the event of an emergency. We ask that motor homes not park in our lots during events.

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