

GENERAL RENTAL GUIDELINES

ALCOHOL & TOBACCO

The Salvation Army Ray and Joan Kroc Corps Community Center is a drug, alcohol and tobacco free facility. Guests should be informed prior to arrival.

FOOD & BEVERAGES

The Salvation Army Ray and Joan Kroc Corps Community Center has a full service kitchen with a Chef that is able to accommodate your needs. No outside food or beverages are permitted with the exception of a cake or cupcakes.

FEES AND PAYMENTS

For events utilizing The Salvation Army Ray and Joan Kroc Corps Community Center Catering department and rental, a 25% down payment will be due at the time of booking your event. The final balance will be due seven (7) days prior to your event along with guaranteed final guest count, room setup, menu, A/V & itinerary. This will be the minimum number for which you will be charged. No reduction in the guaranteed numbers will be accepted after this date. Any changes are subject to additional charges.

Tables, chairs, wireless internet, set up and tear down are included with your room rental. Additional audio visual equipment and amenities are available; please call the Event Sales Office with your request. Additional charges may be applicable for additional set-up time or additional electrical requirements. Any group wishing to claim tax-exempt status must provide a copy of their Virginia Department of Revenue Tax Exempt form or an IRS document that states your organization is 501(c)3 organization upon confirming the reservation. Non-profit organizations utilizing the Kroc Center at a discounted rate may not use the facility for personal, private or commercial gain.

SET-UP & CLEAN UP

Set Up must occur within the first hour immediately prior to the event, if additional time is needed, please discuss with the Event Services Coordinator to adjust rental times. Additional charges may apply and changes may not occur less than 7 days prior to the event. Each group has 30 minutes to clean-up and remove any outside items after the event. Charges may apply if additional time elapses.

Please note that it is expected for the room(s) be left in the same condition as prior to the rental. The Salvation Army Ray and Joan Kroc Corps Community Center will not be responsible for equipment or other items left in the building.

AUDIO VISUAL NEEDS

The use of any audio visual equipment owned by The Salvation Army Ray and Joan Kroc Corps Community Center must be agreed upon prior to your event and will be quoted on an individual basis. Testing of the A/V equipment by the renter must be set up previous to the event with the Event Sales Coordinator. Any slide show/presentation utilizing The Salvation Army Ray and Joan Kroc Corps Community Center A/V equipment should be delivered or tested prior to the occasion. The Salvation Army Ray and Joan Kroc Corps Community Center is not responsible for the incompatibility of any presentation with our equipment. Only music suitable for public facility will be allowed and its volume is subject to control by The Salvation Army Ray and Joan Kroc Corps Community Center. A/V professionals are available for an additional fee. The use of any devices such as firearms, and live explosives is strictly prohibited. The use of lasers require prior notice and written approval from the Kroc Center's Event Services Coordinator.

DECORATIONS

Decorations must be free-standing. No open flames are allowed, with the exception of birthday candles on cakes in the celebration room. Votive candles must be enclosed in the votive holders. All other candles must be in globes or in a container where the flame is at least 1" below the rim. No helium filled balloons are allowed inside the facility. Glitter, confetti, silly-string, garland or anything that "sheds" are not to be used. Decorations may not be taped, pinned, thumbtacked, or in any way adhered to the walls, ceilings, floors or furnishings. If any prohibited decorations above are being used during your event, a \$200.00 cleaning fee will be added to your event.

EVENT CONDUCT

All groups shall comply with the policies and regulations as established by The Salvation Army Ray & Joan Kroc Corps Community. Violations of these policies & regulations or inaccurate or untruthful statements in the applications may place the organization/ individual on an ineligible list for future use of The Salvation Army Ray & Joan Kroc Corps Community Center. Agreements may be cancelled at any time if there is evidence that The Salvation Army Ray & Joan Kroc Corps Community Center policies and regulations are being violated. Refer to the cancellation policy for possible refunds.

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EVENT PARKING

The parking lot is open to all members and guests of the facility. Reserved parking is not available.

MARKETING MATERIALS FOR PUBLIC EVENTS

To obtain more detailed information about your event and to ensure that the message is acceptable to us, we must review the marketing materials for all public events. Please submit all marketing materials to the Event Services Coordinator for approval at least one week prior to publication.

LIABILITY & DAMAGE

The renter is liable for theft and damages to The Salvation Army Ray and Joan Kroc Corps Community Center premises, equipment or property as a result of the event provided under this contract. The Renter is responsible for the proper conduct of its guests. The Salvation Army Ray and Joan Kroc Corps Community Center holds the right to add security as it sees fit, at a fee of \$25 per hour, per person. All cost is the responsibility of the Renter. The Renter will not hold The Salvation Army Ray and Joan Kroc Corps Community Center or any of its employees responsible for the failure to execute an event due to occurrences beyond their control, such as, but not limited to, acts of God, public emergencies or threats to the community. The Renter will be required to sign a Hold Harmless Agreement (included) in which the organization assumes the risk of injury to all persons who are on The Salvation Army Ray and Joan Kroc Corps Community Center property as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises.

The Salvation Army Ray and Joan Kroc Corps Community Center reserves the right to exclude or terminate any group or individual deemed to be adversarial to, or is at risk to, The Salvation Army Ray and Joan Kroc Corps Community Center, its property, interests and mission. Organizations not a part of The Salvation Army or one of its programs, and participating in a high risk activity (i.e. swimming and pool activities, fitness center, organized athletic event or theatrical/dance performance) on an exclusive basis must provide a Certificate of Insurance as evidence of general liability insurance with a \$1,000,000.00 combined single limit for bodily injury & property damage.

Please list the additional insured certificate holder as:

The Salvation Army Ray & Joan Kroc
Corps Community Center
1401 Ballentine Blvd
Norfolk, VA 23504

CHANGE/CANCELLATION POLICY

Cancellation of room rentals will result in a cancellation fee. In order to cancel or change a room reservation, you MUST notify the Event Coordinator in writing.

- » Prior to 90 days full refund - **\$100.00** cancellation fee.
 - » Prior to 7 days 50% refund - **\$100.00** cancellation fee. »
- All sales final if cancellation is within 7 days of event.

I have read the above event guidelines and agree to its terms and conditions, as well as any other contract addendum which I may sign.

Client Signature _____

Date _____

Sales Coordinator Signature _____

Date _____

May we take pictures for use of promotional purposes on our website, brochures, newsletters, etc.?

YES NO

If yes, then you assume the responsibility for informing your guest that you are representing the group and all guests have approved the release.

Client Initials _____