

J P Jones Center

2400 Rickert St, Fairbanks AK 99701

Phone: (907)328-2280

Email: jjones.imaf@gmail.com

EVENT AGREEMENT

Event Periods - Rooms are rented in hourly, half day, or full day increments between the hours of 7am-11pm daily. The room must be vacated of all persons and belongings at the end of the specified event period. Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, coordinator, sound checks, florist, etc. **Early setup and late tear down will be charged at the hourly rate. Refunds are not issued for unused hours.**

Reservations/Deposit/Event Fees - A signed agreement and the date-hold deposit must be received to reserve date(s) and time(s). The balance of your event fee is due fifteen (15) days prior to your event. Any event planned with less than a fifteen (15) day notice will require payment in full. **No terms are implied or granted and no work will be allowed to commence until full payment is received.**

- Date-Hold deposit includes: 1/2 of event price, **\$30.00 Non-Refundable Administrative Fee** (1/2 day and full day events only) and a \$125.00 refundable security deposit. Boardroom and classroom security deposit is \$70.00.

- A \$30.00 fee will be charged for all returned checks. ***It is illegal to write a check from an account that you know has insufficient funds!**

Cancellation - Notice of cancellation must be given at least 2 weeks (14 calendar days) in advance of the date reserved otherwise a 20% cancellation fee will be assessed (*20% of total room event fees will be taken out of the deposit*). J.P. Jones Center accepts no responsibility for cancellations due to inclement weather, natural disasters or other acts of Nature. All of the above restrictions and penalties may apply.

Building Access - Clients are restricted to the areas outlined in their contract, and are responsible for the security of the center during after hour events. POCs are not to provide access to any persons other than those of their group, for any purpose. Access to the center will be made available to the POC and their organization by J.P. Jones Center staff during the specified time in this agreement. If it is necessary to assign a building code, the code will be assigned to the Person/point of Contact (POC) listed on the event agreement; it is the POC's responsibility to safeguard the code and regulate its usage.

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Equipment - Tables, chairs, are available for use at no extra charge. It is the responsibility of the client to setup and arrange their designated event area. All equipment and furnishings must be returned to their original places and each area must be reconfigured to its original state after all events. The value of any J.P. Jones equipment removed from the property will be deducted from the POC's security deposit.

Children - Children under the age of 18 will be supervised at all times.

Wheelchair lift - The J.P. Jones Center Lift is **NOT A SERVICE ELEVATOR**. The Chair Lift has a maximum capacity of 750 pounds (to include a person, a chair and an escort). Any damages caused by overloading or using the Lift in a matter that does not align with its function will result in the POC paying fees associated with the damages.

Catering /Kitchen Standards - We highly recommend that a caterer familiar with the J.P. Jones Center be used for your event. Our recommended caterers have experience working at the J.P. Jones Center and are familiar with our regulations, policies and procedures.

- Insurance/Credit Card - All caterers working at the J.P. Jones Center are required to have a valid Certificate of Insurance, Food Worker Card and a Credit Card on file with us.

- Kitchen Policy - J.P. Jones Center kitchen is for production, and is to be used for final food presentation, plating and bussing only. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following the event, please refer to check lists posted in the kitchen production area.

Services available:

Internet: Host is J P JONES Center Mesh-guest. Password _____

Smart Television _____

Sound System (PA) _____

Table settings _____

Site Decorations - The J.P. Jones Center wants to make every event here a special and welcomed experience. Therefore, every effort will be made to allow POC to prepare decorations reflecting their creativity or any cultural requirements. No nails, screws, staples or penetrating items are to be used on our walls, floors or ceilings; only low tack tape is allowed on our floors, walls and ceilings. POC is responsible for any damages.

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Live Music/DJs/Noise - J.P. Jones Center encourages music, dancing and appropriate entertainment. However, please be aware that these premises are located near a residential area and therefore, neighborhood noise regulations do apply. In the event that a POC's event creates a disturbance due to high noise volume, J.P. Jones Center's Management has full authority to ask the POC, DJ or live musicians to turn the entertainment down and/or off. In the event of disturbance to the point of expulsion, no portion of the event costs will be refunded to client.

Noise Variance - Loud music must end by 10:00 pm Monday - Sunday. Additional time can easily be added by Management provided that the volume is modest. A Noise Variance may be applied for from the City of Fairbanks by the POC.

Violation of the Noise Ordinance without a Noise Variance may result in the violator being charged with Disturbing the Peace a Class B Misdemeanor –AS1161.110(a)(1)

Conduct - Absolutely NO drug or alcohol use is allowed. The J P Jones Center is a smoke free facility. Smoking within 25 feet of the building entrances is not allowed. No loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. POC and guests shall use the premises in a considerate manner at all times.

- During underage events, such as school dances, it is mandatory to have adult supervision and/or chaperones and we prefer that underage individuals do not have in and out privileges.
- Conduct deemed disorderly, at the sole discretion of Management, shall be grounds for immediate expulsion from the premises and conclusion of the scheduled period. In such case no refund of the event cost shall be made.
- Pets **are not** permitted inside the J.P. Jones Center. Service animals are permitted inside the J.P. Jones Center with pre-approval.

Cleaning - Please help keep our Center clean and orderly! You are responsible for cleaning your area(s) following the use of the facility. A cleanup list is attached to your copy of the contract, failure to do so may result in your deposit being forfeited. If the event is after normal business hours, the POC will contact J.P. Jones the day prior to their event to obtain a code.

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After Event Checklist

Client

1. Clear away all food, drink, and decorations
2. Return equipment to closets (amp, speakers, mic's, projectors, ect.)
3. Put away tables and chairs. Stack chairs 10 high
4. Sweep floors, mop up spills, trash may be deposited in our dumpster outside. Key is in the janitor's closet by front desk.
5. Check for items left behind.
6. Check that windows are closed and locked
7. If kitchen was used wipe counters, mop floor, clean all appliances used such as coffee urns, microwave, toaster, blender or hot pots.
8. Wash all dishes, drain sinks
9. Shut off vent hood fan.
10. Remove all personal food and utensils.
11. Turn off all lights and make sure doors are closed and locked.

Thank you for using J P Jones Center we hope to see you again.