

Carriage House Conference Room - RENTAL RULES & REGULATIONS

GROUNDS SERVICES: 480-216-9141 or 480-229-4051

Maximum Seating: 10 chairs provided around the conference table. There are additional chairs provided in the room. Room capacity not to exceed 25.

1. The Power Ranch resident or designated party is required to be in attendance during facility check-in and check-out. Failure to do so may result in a monetary fine. Notify Grounds Services if you will be late for check-in or early for check-out at 480-216-9141 or 480-229-4051. Failure to notify Grounds Services in the event of late check-in or early check-out may result in a partial loss of your deposit.
2. PRCA staff will be onsite at the contracted start and end times to open the conference room only.
3. The use of the facilities by association members may be restricted at the discretion of the Board of Directors for delinquent association dues, violation of association rules, or deliberate abuse of community recreational facilities or common area.
4. The facility may not be used for commercial, political or religious purposes. Products may not be sold in the Carriage House or any recreational facility for the profit of any individual or commercial enterprise, except by invitation and/or approval from the Board of Directors or management staff.
5. PRCA will not be held liable in the event of accidents resulting in injury from setting up the room or from use of other equipment that you are operating.
6. PRCA will not be held liable in the event of an illness resulting from food preparation/served.
7. PRCA cannot be held responsible for lost or stolen items.
8. PRCA cannot be held liable for unforeseen mechanical problems associated with electrical, or cooling/heating. Power Ranch will make every effort to maintain all equipment in operational condition.
9. Occupancy: Total participants must not exceed the posted room capacity. No more people than 25 seated may be in attendance for any rental function or deposit will be forfeited.
10. The Carriage House Community Room and Patio will remain open for rent/use to other PRCA residents during your scheduled event.
11. Tables, chairs or other objects will not block or impede the flow of traffic in or out of any exits to or from the building, per Fire Code.
12. If serving alcohol, Host Liquor Liability Insurance and a Security Guard are required. You may use either an insured Bartending Service or purchase a policy through your homeowners insurance or any private event insurance company. An insured Security Guard must be contracted for the time that alcohol is served. All insurance certificates and contracts must be provided by the resident at least 30 days in advance of the event. Alcohol cannot be sold. If your Professional Bartending Service or Security Guard leaves prior to the event ending, no further liquor can be served. Insurance Certificates must name PRCA and CCMC as additionally insured.
13. Rental Fees are due in full thirty (30) days in advance of your event. If not paid in full 30 days in advance of reserved event date the reservation is subject to cancellation and/or a \$25 late charge per week. This fee will be taken out of the deposit. If the reservation is cancelled the facility will be open for rebooking by another individual.

14. Due to multiple scheduling of events, all reservations must begin and end at the time indicated on the contract. Rental times are final on the day of the event. Any requested changes to your contracted rental time are subject to availability and must be made in writing 30 days in advance of contracted event date. Any changes to rental times within 30 days of the event date are subject to a fee. This fee will be taken out of the deposit.

15. The renter shall be completely responsible for their own set-up and clean-up of the facility.

16. Tables and chairs can be rearranged, but must be returned to original set up when the party is completed.

18. Any candles beside birthday cake candles must be enclosed in a casing or votive container.

19. Drinks that contain a red-colored dye are not permissible due to risk of permanent stains on the furniture. In the event of stains or damage, the resident is responsible for repair or replacement costs.

20. The renter shall arrange for all pick-ups and deliveries to be made the day of the event during the time the facility is reserved. All items provided by the renter or contractors must be removed by the exit time listed on the contract. PRCA Staff is not permitted to accept deliveries on your behalf.

21. The building must be vacated by all guests and residents by the time indicated on the contract.

22. Linens, serving ware, extension cords and ladders are NOT provided.

24. Decorations may be hung only with poster putty products, painters tape or command hooks or similar product that won't cause paint stripping or holes in the walls. ABSOLUTELY NO scotch, masking or duct tape, nails, staples or tacks allowed. No tape on windows.

27. NO smoking inside or within 20 feet of any recreation area, per Town of Gilbert ordinance.

28. Adult guests are responsible for supervising their children.

29. All areas are required to be returned in the condition they are received. This includes both the interior and exterior of the facility. A cleaning check list will be provided at your event. You will be responsible to sign out at the end of your event to insure that check list is complete.

Check List Items will include, but not limited to:

- All decorations including tape must be removed and disposed of.
- All trash is to be taken to the dumpster located in the parking lot. Please do not drag the bags across the floor or parking lot. Dispose of trash and replace with provided liner.
- All tables to be cleaned, disinfected and returned to original set up. You must bring your own cleaning supplies.
- If sufficient cleaning supplies are not provided by the renter, supplies will be provided by the association at a cost of \$25.00 to be deducted from the deposit.

Parking:

The parking lot at the Carriage House is used for multiple resident events and parking is not guaranteed. All overflow event parking is to use Power Ranch Elementary school parking lot and the street directly east of the Carriage House building..

Security Deposit:

Security Deposit is refundable if all conditions of the Rental Use Agreement and Rules & Regulations are met. Any violation of the agreement allows PRCA to keep a portion or all of the deposit. If security deposit amount is not sufficient to correct any damage, the contracted party shall be liable for any excess amount needed to bring the facility back to original condition. You further agree to accept full responsibility for any damage or theft and agree to pay PRCA for any replacement costs. I will not hold PRCA responsible for any physical harm that is suffered or any property damage that is incurred from activities related to the event. Failure to contact Grounds Services if your event ends early shall result in a partial forfeit if your deposit.