

CARRIAGE HOUSE RENTAL RULES & REGULATIONS

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

Carriage House: Strict Fire Code Occupancy: 48 inside with tables & chairs

Maximum Seating Provided: 48 inside with an additional 70 seats available outside on the patio.

1. The contracted party is required to be in attendance during facility check-in and check-out. Failure to do so will result in a \$100 fine per incident, taken from the deposit. Notify Grounds Services if 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 will result in a loss of a portion of your deposit.
2. The contracted party will provide contact information of any vendors contracted for the event and all required insurance forms. All required documents are to be submitted to PRCA at least 30 days in advance of event date. If documents are not received the reservation is subject to cancellation and/or fee without notice.
3. The use of Power Ranch amenities may be restricted at the discretion of the Board of Directors for delinquent Association dues, violation of Association rules, or deliberate abuse of the Carriage House, recreational facilities or common area.
4. The Carriage House 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/cleaning up the room or from use of the kitchen or other equipment that the contracted party, vendors or guests may use.
6. PRCA will not be held liable in the event of an illness resulting from food preparation.
7. PRCA will not be held responsible for items left at the facility, lost or stolen.
8. PRCA will not be held liable for unforeseen mechanical problems associated with electrical, cooling/heating, or kitchen equipment failure. 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 than 48 seated inside may be in attendance for any rental function or deposit will be forfeited.
10. Outside recreational areas will remain open to other PRCA residents during your scheduled event. Any and all guests of Power Ranch residents may only utilize PRCA recreational areas while in the accompaniment of a member of PRCA. Wet clothing or swimwear is not allowed inside the facilities.
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, if not received the reservation is subject to cancellation without notice. Alcohol

cannot be sold. If your Professional Bartending Service or Security Guard leaves prior to the event ending, no further liquor can be served.

13. All balances are due in full thirty (30) days prior to contracted event date. If the balance is not paid in full 30 days in advance of the contracted event date the reservation is subject to cancellation and/or late fees without notice. There will be a \$25 late charge per week the account remains unpaid. This fee will be taken out of the deposit.

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. Any changes to rental times within 30 days of the event date are subject to all applicable fees. These fees will be taken out of the deposit.

15. The contracted party shall be completely responsible for their own set-up and clean-up of both interior & exterior of facility.

16. PRCA provided tables and chairs can be rearranged, but must be carried to the location and returned to the original location when the party is completed.

17. PRCA provided indoor tables and chairs are to be used indoors only. Patio furniture is to remain on the patio and cannot be brought inside.

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 contracted party shall arrange for all pick-ups and deliveries to be made the day of the event during the contracted permit time. All items provided by the contracted party or vendors must be removed by the end time listed on the contract. PRCA staff is not authorized to accept any deliveries on the contracted parties' behalf.

21. Fog Machines are prohibited as they activate the smoke detectors, resulting in a fire call. This event will result in a forfeiture of your deposit.

22. The building must be vacated by all guests and residents by the time indicated on the contract. A deduction of \$100 per half hour will be withdrawn from the deposit for any guests/residents that are still inside the building after the time indicated on the contract has expired.

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

24. NO decorations, wire or lighting are to be hung from the outdoor plants, trees or light poles.

25. 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, tacks, glitter, confetti, bird seed or rice allowed. No tape on windows. If rose petals, hay or any other substance is used, it must be removed prior to check out.

26. NO glassware is allowed outside, per Town of Gilbert ordinance.

27. NO smoking inside or within 20 feet of any recreation area door, 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 during event check in. The contracted party will be responsible to sign out at the end of the event to ensure that the check list is complete.

Cleaning Checklist Items Will Include:

- 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 PRCA provided liner.
Sweep mop kitchen floor WITH WATER ONLY NO SOAPS. (Broom & mop provided by PRCA)
- All tables to be cleaned, disinfected and returned to original set up. Contracted party is responsible for bringing their 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.
 - Kitchen counter tops, sink, stove top, oven, microwave and refrigerator must be left clean and empty.

Parking:

The parking lot at the Ranch House/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.

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 Carriage House 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.