

Harlan Center

(The Harlan Center is owned and operated by the Harlan Tourist & Convention Commission)

Rental Guidelines and Contract **Meeting/Conference and Entertaining Spaces**

Client Responsibility:

The client will be responsible for all of the following unless otherwise specified:

- A refundable damage deposit of \$50 will be charged for renting one to four rooms and \$100 for renting five to eight rooms. All rooms will be inspected following the event. If damages are identified, the damage deposit will not be returned. Client must contact the executive director on the next business day regarding the issue. All or part of the damage deposit may be kept if problems are found.
- Any damage to Harlan Center property above what the damage deposit will cover will be the responsibility of the client. The client is defined for the purpose of this document as the person who signs the rental contract.
- Exception to the damage deposit guidelines:
 - Harlan Center expressly prohibits the use of glow necklaces, bracelets, or other items filled with colored fluid due to excessive staining of carpet and linens.
 - Glitter is also prohibited due to the excessive amount of time it takes to clean it up.
 - If these items are used, a \$200 cleanup fee will be charged to the client.
- Arrangements for entertainment, clean up after the event and equipment other than what the Harlan Center agrees to arrange.
- The setup and removal of all decorations, equipment, food and other items not furnished by the Harlan Center. This includes all trash removal from the event. Removal of all items to be completed immediately following the event.
- There will be an 18% service charge assessed on all rentals.
- There will be a \$25.00 fee on all returned checks.

Building and/or Room Use Policies:

- It is up to the client to make sure all guests remain within their rented space. Once the guests arrive, the door should be closed to cut down on the noise level. No “gathering” in the hallways, remember that this is a multiple-use facility.
- The cut-off time for all events is 12:00 a.m. If an event runs past the cut-off time, the client will be charged \$35.00 for each half-hour increment accrued.
- Harlan Center will have the final say of the maximum number of people that can occupy space for an event or function. This will be based on the individual event and the Fire Marshall’s codes.
- Smoking is not permitted anywhere in the building. Client will be responsible for enforcing the non-smoking policy within the building. Smoking is permitted outside the entrances of the building.
- Candles must be enclosed in a glass shade or votive container.
- No items (decorations, posters, flip chart paper, etc.) may be affixed to any wall, ceiling, or light fixture with tape, nails, tacks, screws, or any type of adhesive. Post-it flip chart paper is permitted on walls if pre-arranged with the Harlan Center.
- No staples or tape are to be used on the tables.
- No table confetti, glitter, sprinkles, “silly string”, rice, birdseed, flower petals, or bubbles may be used inside of the facility.
- Loitering is not permitted in the front of the building or parking lot.
- Outside signs and banners are prohibited unless approved in advance by the Harlan Center.
- Camping is only permitted in the R.V. Park located on the premises. Reservations for these spaces can be made through the Harlan Center.
- Harlan Center is not responsible for any lost or stolen property or any personal or rental items left on the premises. Lost items will be kept for 30 days and then disposed of if not picked up.
- Harlan Center is not responsible for any accidents or injuries sustained by the client, its employees, patrons or any persons attending or traveling to or from the event at the Center.
- Client’s use of the premises should not be a nuisance nor disrupt or cause interference with any other uses of other areas of the facility or its neighbors. Please keep in mind the building is a multiple use facility.
- When renting one to four rooms, all client decorating must be done on the day of the scheduled event. When renting five to eight rooms, client decorating may be done the day before the scheduled event if possible. If additional decorating time is needed, arrangements must be made in advance and the extra

decorating time will cost the same as the room rental fee. Extra decorating time will be based on availability of space.

- No alcohol is permitted to be brought inside the Harlan Center. If alcohol is found at an event, it will be immediately removed and the event may be subject to termination.

Cancellation Policy:

For four to eight rooms, a 60-day notice is required for refund of the 50% rental deposit paid upfront and the damage deposit; however there will be a \$25.00 handling fee. For less than four rooms, at least a two-week notice is required for refund of rental deposit and damage deposit and there will be a \$10.00 handling fee. There will be no cash refunds. All refunds will be in the form of a check and could take up to two weeks to process. If a refund is not received within four weeks, call the Harlan Center.

Catering and Kitchen Guidelines:

- Only licensed caterers may occupy and prepare food in the Harlan Center kitchen. No one, other than licensed caterers and Harlan Center staff will be allowed to enter the kitchen for any reason.
- If a client needs ice or other kitchen items and the client is not using a Harlan Center catering service, a staff member will bring the items to the client's rented space.
- Clients that do not use a Harlan Center catering service must prepare food off the premises.
- Caterers must be hired through the Harlan Center. No outside caterers will be allowed.
- 50% of the catering fee must be paid at the time of reservation. The remaining 50% must be paid on or before the date of the event.
- A thirty day notice is required for cancelling the catering service in order to receive a refund of the paid deposit.

I have received a copy of this contract, rate schedule, and rental guidelines. I have read this material and agree to the conditions stated and further agree to abide by all other rules and regulations set forth by the Harlan Tourist & Convention Commission.