

POSEY COUNTY COMMUNITY EVENT CENTER

RULES AND REGULATIONS

1. To secure booking, the rental contract and a deposit must be received by the Community Event Center within 30 days of receiving the digital contract.
2. For an event where alcohol is served, lessee must obtain an alcohol permit and provide a licensed and insured bartender. No carry in alcoholic beverages are permitted by lessee or guests. All alcoholic beverages must be served by a licensed and insured bartender. The bartender must display his or her license in the area where the alcohol is served.
3. Rental fee must be paid in full three months prior to event rental. Set up sheets, proof of liability insurance, alcohol permit, and a copy of the bartender's license must be received fourteen (14) days prior to the event.
4. Lessee, guests, DJ, band, caterer, and any other involved party must vacate the Community Event Center at the end of the booked time to avoid an additional charge of one hundred (\$100) dollars per hour or any portion of an hour thereof.
5. The Community Event Center building, and premises must be vacated by one (1) AM.
6. Indoor/Outdoor decorations, table coverings, trash, and all other belongings from the event must be removed from the Community Event Center and disposed of properly before vacating the premises.
7. All tables and chairs must be put into storage.
8. Lessee must be twenty-one (21) years of age or over to rent.
9. During all events a responsible adult twenty-one (21) years of age or older must be present.
10. Lessee shall comply with all applicable governmental laws, rules, and regulations in the use of the Community Event Center and premises, including all CDC and Indiana Health Department guidelines.
11. No smoking, vaping, or tobacco use is allowed in the building or within 8 feet of entrances or exits.
12. Permanent, pictures, plaques, seasonal decorations, flags, and lobby furniture may not be moved by Lessee. If you would like any changes, please notify Lessor and they will move those items if approved.
13. Dance wax, confetti, glitter, rice, and sand weights are prohibited.

14. Distribution of flyers on vehicle windows is prohibited.
15. Skateboards, roller blades, and roller skates are prohibited on the property.
16. No fireworks are permitted on the property.
17. Animals are prohibited in the building without prior approval from the director. The only exception is service animals.
18. Sitting, standing, walking, or dancing on the tables is prohibited.
19. Vehicles will not be allowed inside the building without a prior written agreement.
20. All candles must be enclosed.
21. Kitchen must be returned to the pre-rental condition.
22. Absolutely, no tape, nails, or tacks on the walls, floors, doors, tables, or chairs is permitted. The only exception is masking tape on the underneath side of the tables to secure table covers. All tables must be covered if used.
23. The Posey County Community Event Center reserves the right to require security to be present at some events. Final determination is to be made by the Executive Board of the Posey County Fair Association.
24. The Community Event Center assumes no responsibility for the Lessee's or guest's belongings.
25. Prices are subject to change with these policies superseding all past policies.

I understand that I forfeit my deposit in full and stand the risk of being billed any additional damages

For any other questions, please contact Keely Burkhart (812) 682-3716

Revised November 2023