

PORTIA CLUB GUIDELINES

01) ALCOHOLIC BEVERAGES - *All Idaho State Laws regarding alcohol consumption will be followed.*

- 1) For a non-alcohol event, there will be NO alcohol allowed in the clubhouse or anywhere on the premises, including the yard or parking area.
- 2) For all events where alcohol might be consumed the renter takes full responsibility.

In addition:

- a) Permission must be obtained by the Friends of the Portia Club, Inc., for all events where alcohol might be consumed, at least 72 hours prior to the event.
- b) Any alcohol consumed at an event in the facility or anywhere on the premises must be catered by a holder of an Idaho State Liquor License, a copy of which must be given to the Friends of the Portia Club, Inc., at least 48 hours prior to the event.
- c) The event must also have a Payette City Catering Event Permit (by the holder of the liquor license), a copy of which must be given to the Friends of the Portia Club, Inc., at least 48 hours prior to the event.
- d) There will be no alcohol served after 12am (midnight) and any alcohol must be removed from the facility by midnight. Alcohol may not be consumed in the facility or anywhere on the premises after midnight.
- e) The Renter agrees to be responsible for all alcohol consumption on the premises for the duration of the event.
- f) The Renter also agrees that the Friends of the Portia Club, Inc., will not be held liable for any event or damages due to alcohol consumption during, or resulting from, a rented event.

02) CLEAN-UP - At the conclusion of the event the Portia Club is to be left clean. Failure to clean the clubhouse, equipment and grounds will result in the forfeiture of the security deposit.

- 1) Sweep all hard-surface floors. **DO NOT MOP OAK FLOOR.**
- 2) Bathroom fixtures, sinks and toilets must be cleaned and sanitized. Remove bathroom trash.
- 3) Kitchen is to be cleaned and all utensils put in place.
- 4) Tables and chairs must be cleaned and placed appropriately.
- 5) Trash (per Payette City guidelines) must be put in plastic bags and **removed from the building** to the appropriate containers at the rear of the Portia Club.
Do not put garbage directly in bins, please use bags.
Please tie all bags before placing in bins.
Recycling is encouraged.
- 6) All debris is to be removed from the yard and parking area and disposed of properly.
- 7) Balloons and Cigarettes must be removed from outside grounds and disposed of properly.
- 7) Cleaning Supplies are located in the back office.
- 8) Turn off all lights and reset the thermostats. The thermostats are set at normal use level.
If adjustments are made, thermostats are to be reset to 55 degrees in the winter and 85 degrees in the summer.
- 9) If directed by the Manager, lock the door and leave the key in the specified location.

03) CHILDREN / MINORS – No Children Are Allowed to Play in the Front of The Portia Club. Children are allowed to play outside in the back of the clubhouse under Adult Supervision. For children under the age of 3, 1 adult supervisor per 9 children is required. For minors age 3 to 18, 1 adult supervisor per 10 minors is required. An adult is 21 years or older with proof of age.

- 04) CAPACITY** - It is the responsibility of the renter to honor all occupancy requirements for the duration of any event. The seating capacity for the Portia Club is one of the following:
90 Guests Seated at Tables; 155 Guests Seated in Chairs; or 210 Guests Standing.
- 05) CURFEW** - All functions must end and guests leave at 1:00 AM.
- 06) DECORATIONS/FLYERS/SIGNS** - Sticky Tack may be used on the walls if it is completely removed after the event. **No** nails, tacks, tape, or similar materials can be used on the interior or exterior of the clubhouse. Nothing is to be attached to ceiling, ceiling fans or any fixtures. Do not hang decorations from the Curtain Rods or Chandeliers.
- 07) DELIVERIES AND STORAGE** - Delivery of items prior to a function is discouraged, as there is no space or secured area. The Friends of the Portia Club, Inc., is not responsible for any equipment or property, which is lost or damaged before, during, or after an event. All equipment and property must be removed by the end of the event. If an early or a late pick up is required, additional rental charges may be incurred.
- 08) FEES** - Balance due on rental fees must be paid 5 business days before the event or will be considered canceled without prior notice. The security deposit must also be pre-paid to reserve the event date. The deposit will be refunded to the user within 3-7 business days after the event date if the keys are returned and the facility passes inspection for damage, cleanliness, etc. Any discrepancies will be settled prior to refund. The renter shall be responsible for any and all costs to repair damage to the clubhouse, equipment, or grounds, and any excessive clean-up required, including, but not limited to the forfeiture of your security deposit.
- 09) FURNITURE** - **All furniture is to be wiped clean and left in its original location and condition.** Furniture and accessories are to remain as found, unless a special set-up has been arranged in advance. Furniture is not to be used outside. If additional furniture or special equipment is required, it must be rented from an outside vendor and requires written approval from FPC, Inc.
- 10) GARBAGE** – **All garbage must be collected and disposed of in containers behind Portia Club.** Place all garbage in bags and tie bags before placing in bins. Do not place garbage directly in bins, please use bags. Empty bathroom trash can. Pick up all balloons and cigarettes on outside grounds and dispose of properly.
- 11) GUM** – **No chewing gum is allowed in the Portia Club.**
- 12) KEYS** - Keys may not be duplicated. If keys are given, failure to return the keys as required will result in the forfeiture of the security deposit.
- 13) KITCHEN** – The Portia Club does not have a catering kitchen and only offers a prep kitchen.
- 14) LIABILITY** - The renter agrees to be entirely responsible for the loss, damage or theft of personal property of, or personal injury of, those occupying the clubhouse or on the premises of the Portia Club.
- 15) MUSIC/NOISE** - The Portia Club is located in a residential neighborhood. **Excessive, high decibel music or other noise causing complaints to the City and/or Police may result in termination of your event and the forfeiture of your deposit.** Musical activities will be confined to the interior. Audio volume should be within reasonable levels as determined by the Friends of the Portia Club, Inc. All music, live or recorded, must cease at 11 pm.

16) PARKING & ACCESSIBILITY - Parking is available on the street. The driveway adjacent to the Portia Club on North 9th Street is private; do not park in this driveway or block it in any way. The Portia Club has one handicapped parking space with ramps located adjacent to the alley at the back entrance.

17) PUBLIC FUNCTIONS - Any organization or sponsor conducting a function open to the public, offering items for sale or charging an admission fee, must obtain written permission from the Friends of the Portia Club, Inc., prior to the event. Proper licensing or permits will also be required and all regulations, ordinances, and laws set forth by the State of Idaho and Payette City/County must be followed. No function may take place without such written permission, proper licensing or permits. Additional rental fees may apply.

18) PUBLIC SAFETY - Renters are prohibited from placing items in corridors or blocking emergency exits. The use of flammable material, open flames, including candles, or other such devices is strictly prohibited. Tea candles in flame-proof containers may be used.

19) RENTAL PERIOD – The Portia Club offers two standard rental periods.

1) An event four hours or less with 2 extra hours for set-up and clean-up.

2) An all day event from 10 a.m. until 1 a. m. With additional time until 9 a.m. the day following the event to allow for clean-up. All curfews listed herein must be observed.

Rehearsals - Wedding rehearsals or other pre-event activities may be scheduled for an additional fee.

20) RETURNED CHECKS - There will be a \$35 charge for all returned checks and the event will be considered canceled.

21) RICE/CONFETTI/BIRDSEED - The throwing of confetti, rice (which harms wildlife) or similar items is prohibited on the premises, including the yard. Birdseed is a safe alternative.

22) RIGHT TO TERMINATE - The Friends of the Portia Club, Inc., reserves the right to terminate the contract at any time without refund of rental fee and deposit if any unlawful activities are taking place or if it is adjudged by city authorities that noise complaints are warranted.

23) SECURITY DEPOSIT – After a post event inspection, security deposits will be returned unless damage to the building or failure to follow any of the rules and regulations cause partial or total forfeiture. Any additional charges incurred (e.g., damage, additional hours of rental) will be subtracted from the security deposit.

24) SMOKING - The Portia Club is a "Smoke Free" facility and it is the responsibility of the renter to prevent smoking anywhere within the building or within 10 feet of any entrance or opened window. Smoking is limited to the designated area in the rear of the building. All smoking debris must be placed in containers provided.

Thank You For Helping Us Preserve the Portia Club for Generations to Come!