

AAIC BANQUET ROOM RENTAL RULES & REGULATIONS CONTRACT

GENERAL

Welcome to the AAIC. We are happy to have your business & look forward to becoming your home for all occasions. **PLEASE READ CAREFULLY.** You have a maximum use of our facility until 11:30 PM. This includes your clean up being completed as well. We want you to enjoy yourself and get home safely. FOR EVENTS HELD IN THE DINING ROOM – PLEASE NOTE THAT THIS IS A MEMBERSHIP CLUB AND **WE DO NOT CLOSE** OUR BAR TO OUR MEMBERS DURING EVENTS HELD IN DINING ROOM.

_____ (Initial & date)

SECURITY

Arizona Regulations require AAIC In-House Security or Police Officers at all events held at AAIC. Security type would depend on the amount of people attending your event. Security/Police Officers reserve the right to close down your event at any time without notice and no refund of payment will occur. **Circumstances that an event would be closed down would be Security/Police officers observe any guest out in the parking lot with alcohol beverages taken from inside or obtaining it from their vehicles, this is automatic forfeiture of your security deposit.** Only invited guests and the contracted number of guests are allowed at your event.

_____ (Initial & date)

RENTER'S RESPONSIBILITY

The AAIC is NOT responsible for lost or stolen property or property left behind after the event. You are responsible for all damages incurred to AAIC property. If all is left as you received it your security deposit will be refunded within 10 working days after the event. All decorations, gift wrapping supplies, and personal items must be removed at the end of your event. Due to liability concerns – children are NOT allowed in the parking area, bocce courts, the bar area stairs or to climb on railings. Any fundraisers that our hall is being rented for such as Casino Night – Poker Night etc -- THERE IS TO BE NO PHYSICAL MONIES ON THE TABLES AT ANY TIME. IF THIS IS VIOLATED – THE EVENT WILL BE SHUT DOWN.

_____ (Initial & date)

ONLY FOOD FROM AN OUTSIDE BONAFIDE CATERER IS ALLOWED TO BRING IN FOOD

Maricopa County Regulations prohibit the use of the kitchen by anyone other than the AAIC staff. **Outside Catering is NOT PERMITTED IN OUR KITCHEN to heat refrigerate or borrow. They should be responsible to bring all serving plates, utensils, plates, silverware, etc**

_____ (Initial & date)

BAR

Arizona Regulations **prohibit** alcohol or beverages brought into or removed from the AAIC building premises. The only liquid beverage is bottled water or baby formula. If the bartender sees any liquor of sort that did not come from the AAIC bar they will confiscate and/or close down your event if rule is not observed. If alcohol is served at your event, there must be one person hosting your event that needs to be a member.
\$40.00 for Affiliate & \$60.00 for Regular.

_____ (Initial & date)

DEPOSIT/CANCELLATION POLICY

The reservation/security deposit is due at the time of your reservation. Should you cancel your event 6 months prior to the scheduled date you will forfeit \$75.00 of your deposit. A 50% of the total amount due is due 30 days prior to the date of your event. The balance is due 14 days prior to your event. Should you not meet these payment date, your event will be cancelled and no funds will be refunded. Once paid for, you can make additions to your contract for the appropriate additional fees up to 5 days prior to your event however any deletions will not receive a credit or deduction of your contract. Payments can be made by:
cash, credit card /money orders/cashier checks.

_____ (Initial & date)

I have read AAIC's Rules & Regulations and agree to all its provisions.

Signature of party booking event _____ **Date** _____

AAIC Banquet Coordinator _____ **Date** _____