



well as your vendor's, trash and general cleanliness of event space. If you would like JCNI to take care of after event cleaning these services can be provided and will be priced according to the work needing to be completed.

- Genesis Janitorial Service must be contracted and they will provide restroom and trash receptacle maintenance throughout the event. The cost is based upon the expected number of guests and the duration of the event. A quote will be provided once the event details are secured. This service does not assist with post event clean-up.
- A \$1000 deposit will be taken that will be returned upon satisfactory clean up by your organization following your event,
- Trash dumpsters are required for all outdoor events. The current rate is \$250 per dumpster and is subject to change.

#### **Restrooms:**

- JCNI will require additional portable toilets be rented. 1 toilet is needed per 250 guests. Per law 10% of all bathrooms must be ADA compliant.
- If portable toilets are needed, a hand washing sink must be rented as well. This will be a separate sink from your 3 compartment food vendors (If applicable) sink.

#### **Food and Beverage:**

- The original Temporary Food Facility permit must be posted at each of your food vendor booth.
- An approved 3-compartment sink must be provided and a signed copy of the "Warewash Facility Agreement" provided to JCNI.
- If you plan to have alcoholic beverages available for purchase by your guests, you must contract services with a vendor that is licensed, preferably Snake Oil. You will also be required to rent a fence to separate consumption area. Prices vary depending on size.
- All equipment used by vendors must meet commercial industry standards
- Booths used by vendors must meet Food Safety and Fire safety guidelines.
- DEH will inspect every food vendor each day of your event. If all guidelines are not met, they will not be allowed to operate.

#### **Documents Required by JCNI:**

- If providing food vendors, a copy of the Temporary Food Facility (TFF) permit through the DEH must be provided for your event and each food vendor.
- City, State and County laws may require additional permitting depending on your event specifications. It is your responsibility as the client to assure compliance with all laws.
- Proof of insurance, listing Market Creek Plaza, Jacobs Center for Neighborhood Innovation and West Side Creek LLC as covered.

#### **Organization must provide the following:** 30 Days Prior to event

- Copy of Temporary Food Facility Permit (TFF) for each food vendor, see attached.
- Copy of Warewash Facility Agreement (signed)
- Copy of vendors food handlers cards
- Event details secured with JCNI Staff

#### 14 Days Prior to event

- Payment in full
- Confirmed diagram/layout of event space
- Schedule of the day's events

**Prohibited Items:**

The following items are prohibited. Under no circumstance are they allowed on JCNI or MCP land. If you have a question whether an item is permitted please contact JCNI directly.

- Open Flame- exception may be made for food vendors under certain conditions, please see JCNI for permission
- Balloons- Helium, water, air
- Carnival Rides- mechanical bulls, slides, jumpers, inflatable obstacle course etc.
- Any item that may be dangerous to local animals
- Confetti
- Silly string
- Fireworks, this includes snakes, sparklers, poppers
- Anything that could possibly cause harm to event participants

<b>Mandatory Non-negotiable Items</b>		
<b>Item</b>	<b>Description</b>	<b>Cost</b>
Event Cleaning Service	Trash Pick up and restroom Maintenance (price per day)	500.00
Restrooms	1 per each 250 persons; Count is taken of over all attendance, not at the most popular time	80.00
Restrooms ADA	10% of the restrooms at your event must be ADA compliant	150.00
Restroom Sinks	One at each grouping of restrooms (Must be separate from sinks for food vendor use)	90.00
Security	Per Hour; One per 100 persons, Count taken at estimated most popular time of the day not overall attendance	35.00
3 yard trash bin with recycle	Both Edco cans needed.	250.00
Insurance	COMMERCIAL GENERAL LIABILITY \$1 million –Per Occurrence \$2 million—General Aggregate LIQUOR LIABILITY Required if alcohol will be provided, sold or served at the event WORKERS COMPENSATION \$1 million	
Cleaning Deposit	Will be returned if area used is in satisfactory condition	1000.00

Failure to comply with all items in this booklet will result in inability for certain parts of your function to continue. JCNI reserves the right to allow or forbid any event activity. To assure the success of your event please give thorough detail to your coordinator. If activities that are prohibited by JCNI occur the day of the event JCNI reserves the right to cancel your event at any time with no monetary refund given.

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Sales Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_