

USE OF THE JACK CAFFREY ARTS AND CULTURE CENTER
Rules and Policies

1. Individual(s) will elect to remove all garbage after event OR pay the additional removal fee of \$10.
2. Individuals/organizations agree to abide by restrictions of use of building.
3. The Jack Caffrey Arts and Cultural Center is a smoke-free environment. No smoking allowed inside the building or restrooms.
4. The Jack Caffrey Arts and Cultural Center catering space does not allow deep fryers, open flame grills, or any other high-temperature cooking equipment.
5. The Jack Caffrey Arts and Cultural Center capacity is maximum 280. NO EXCEPTIONS per the West Virginia State Fire Marshal Regulations.
6. Individuals/organizations requesting permission to serve alcoholic beverages of any kind must provide Proof of liability insurance in the amount of \$1,000,000 with the City of Welch included as Additional Insured for General Liability and must be attached to the application. (Sample attached). In addition to the liability insurance, individuals/organizations must show their third-party vendor's liquor license (5) days prior to the event and they must prove their servers have had TIP training within the past year of contract date.
Sample Quotes for \$1,000,000 liability for events, you may want to check with your own carrier:
www.eventinsurancenow.com (150 guests, \$295.00)
www.specialeventinsurance.com (150 guests \$216.66)
www.theeventhelper.com (120 guests with serving alcohol, \$126.00)
7. No disorderly conduct is permitted in the building.
8. The building is not to be used for personal profit to any promoter.
9. The user shall be responsible for any damages incurred while using the facility.

GARBAGE REMOVAL \$10 (Optional)
RATES PER HOUR – \$25 per hour