

THE CORE POLICIES & PROCEDURES

Esperanza Health Center (EHC) agrees to allow me to use the Event Space located at The CORE at 3222 H. Street Philadelphia, PA 19134 in exchange for my agreement to the following terms and conditions:

The Client's event is not confirmed until the following are completed: (Failure to comply with these terms may result in the cancellation of the event.)

- Rental Agreement is executed by the Client.
- Full payment for the event is received (10) business days prior to the event.

Payments:

- Sales tax is charged on events unless a sales tax exemption form is provided when submitting a reservation.
- Proof of 19134 residency must be provided with either an ID or bill with address and name of client to qualify for residency discount.

Cancellation Policy

If a client cancels the confirmed event 10 days prior to the event, EHC will return all fees paid. Fees will not be returned if request to cancel is made less than 10 days before scheduled event but fees can be applied to a future event as long as it is rescheduled within a year.

Inclement Weather

In the event of severely inclement weather that renders EHC to be unsuitable for the Event (as determined by EHC), 100% of the fees paid can be applied to a future Event date. If the client does not find a date to rebook then funds will be refunded.

Certificate of Insurance

If the client is an organization, they are required to provide a copy of the organization's certificate of insurance and name EHC as an additional insured **10 days prior** to the event.

Space & Equipment

No access to staff offices, storage areas, mechanical areas, fitness space, or other unauthorized areas is allowed. No EHC property may be taken outside the facility.

The space comes with the following:

Event Space: (Capacity is 100 seated and 200 total)

1. Tables and chairs for 100 people:
 - Round tables: 12
 - Standing cocktail tables: 4
 - Rectangular tables: 6
2. Outdoor terrace with seating (capacity 45)
3. A/V equipment:
 - One 75 inch smart TV with sounds bars on rolling stands

- Overhead Speaker system
- Two microphones & Wired audio connection
- 4. Onsite Parking
- 5. Front Door Security
- 6. Kitchen Equipment in Warming Kitchen
(Must be a licensed caterer to use for events open to the public.)
 - Large warming cabinet with wheels
 - Refrigerator and Freezer
 - Combi (Warming) Oven
 - Serving Counter
 - Space for prep
 - Wash sinks

Classroom/Community Space: (Capacity is 60 people)

- Movable Classroom tables and chairs
- Hand washing sink
- Refrigerator
- Lounge furniture
- Outdoor courtyard area with chairs and tables
- A/V equipment: One mounted 75 inch smart TV with HDMI connection
- Room can be divided into two classrooms

Basketball Court/Gym: (Capacity is 200 people)

- Chairs and rectangular tables based on availability

CONDUCT

- The Client must be present the entire time of the event.
- Prior notice must be provided if the event charges admission, sells tickets or merchandise, or solicits money.

No smoking, the use of alcohol or drugs, or gambling of any kind are permitted on-premises. Client agrees that the premises will not be used for any unlawful or inappropriate behavior or in any manner as to injure persons or property, in, on, or near the premises including outside terrace on 4th floor and patio area on 1st floor. (See Alcohol Policy below.)

SET-UP & CLEAN-UP

Set-up Times

No access will be granted for event setup on the day before an event. Event setup is permitted **the day of the event ONLY**. All decorating, event activities, and cleanup must be completed on the scheduled event date.

For 6-hour events

3 *additional* hours are provided for set-up and clean-up. A total of 9 hours provided for a 6 hour event.

For Hourly Events

30 minutes of additional set up and clean-up are provided for each hour reserved.

Example: 2 hour events will have an additional hour for set-up and clean-up.

All events must conclude by the time indicated on contract agreement.

Events must end by 10:00 pm. Space must be evacuated and cleaned out by 11:00 pm.

CLEAN-UP

The client is responsible for cleaning up during and after the event.

- **Trash Removal:** Collect all trash (including decorations, food, and paper), bag it securely, and place it right outside the kitchen.
- **Surface Cleaning:** Wipe down tables, chairs, countertops, and bars to remove spills and debris.
- **Decoration Removal:** Remove all decorations.
- **Kitchen/Appliances:** Clean out refrigerators, coffee maker, microwaves, and warmers if used.
- **Leftover Food/Drink:** Remove all food items, drinks, and ice from the premises.
- **Venue Condition:** Check all areas for damage and spills.
- **Lost and Found:** Collect all personal items left behind by client's guests.

DECORATIONS

The following are **NOT ALLOWED** in The CORE on walls, woodworking, windows, furniture, masonry, building exteriors, or grounds:

SCREWS	NAILS
STAPLES	TACKS
ANY PENETRATING ITEM	WOODWORKING
CONFETTI	GLITTER
TAPE OR ADHESIVES	OPEN FLAMES

The renter is responsible for the cost of purchasing, preparing, installing, and removing all decorations.

SAFETY

- No open flames are permitted. This includes candles, (except for birthday candles) fireworks, and burning material (including barbecues). Sternos are permissible for catering purposes.
- EHC is not responsible for any personal or professional articles or possessions that may be lost or stolen from Client and/or Client's guests, participants, or contracted service providers during their use of the facilities and/or grounds.

- No pets or animals of any kind are allowed in the facility, except for service animals.

NOISE

The CORE is located in a residential area so please be considerate of the neighbors when playing music at your event and keep it within the confines of the event space at a reasonable level. No music containing foul, offensive or sexually explicit language will be allowed.

DAMAGES & OTHER CHARGES

If any damage is incurred in any space on the premises or if Client violates any of the policies, Client will be responsible and the card on file will be billed for the full amount of the cost of the repair(s) or violation. Card on file will be kept for 7 business days from the completion of the event.

Rental Violation Fees

- Overtime Usage: \$125 per hour will be charged for any time that was used for set-up, clean-up, or event that was not agreed upon in the initial contract.
- Extra Cleaning: We will charge \$50 per hour for any excessive cleaning required.
- Damages: We will charge the repair or replacement cost for any damages to walls, floors, furniture, and equipment.
- Violations: A fine up to \$500 can be charged for violation of any policies stated in this agreement.

PARKING

Street Level Parking

40 parking spaces are available in the secure parking garage next to the premises after 5:00 pm on weekdays and on Saturdays after 1pm or if the clinic is closed. Security must give you access to the secure parking garage.

Upper Level Parking Garage

Additional parking in the patient parking area is available on a first come basis when EHC is open and the full parking lot can be reserved for events when EHC is closed. Evening event parking ends at 11:00pm.

ALCOHOL POLICY

At Esperanza, we are committed to creating a safe, welcoming, and inclusive environment for individuals and families of all ages. To ensure that everyone can enjoy our events in a responsible and family-friendly atmosphere, we have established the following **“No Alcohol Policy”** for all events hosted in our event space.

If the event does not meet these guidelines, the renter is subject to a fine of \$500.00

1. Alcohol-Free Space

All events held in the event space are all ages and strictly alcohol-free. This includes, but is not limited to, social gatherings, performances, workshops, meetings, and community events.

2. No Alcohol Consumption

Attendees, organizers, and volunteers are prohibited from bringing or consuming alcoholic beverages in any part of the event space, parking lot, or surrounding property during events.

3. Exemptions

There are **no exemptions** to this alcohol policy. Alcohol is **not permitted** at any event held at the community center, regardless of event type or location within the facility. This applies to all private and public events without exception.

4. Enforcement

Event staff and event hosts are responsible for ensuring that the No Alcohol Policy is adhered to during all events. Attendees found violating this policy may be asked to leave the premises or may be subject to penalties or further action including ineligibility for future rentals.

5. Encouragement of Healthy Activities

We encourage event organizers to offer activities that promote healthy, enjoyable experiences for all attendees. Whether it's through arts, recreation, learning, or community building, our goal is to foster an inclusive environment where everyone can participate without the influence of alcohol.

FAILURE TO COMPLY WITH AGREEMENT

At EHC's sole discretion, EHC reserves the right to terminate Client's event at any time, and prohibit future use of the space, If Client does not comply with this Agreement or there is any damage or loss to EHC, including: (i) damage to floors, walls, furniture, property of the facilities or grounds; (ii) theft; or (iii) use of the facilities in excess of agreed-upon hours of use.

LIABILITY & INDEMNIFICATION

Client hereby agrees to assume all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way, in whole or in part, by Client's use or occupancy of the EHC facilities rented herein and surrounding property including EHC's parking garage. Furthermore, Client hereby agrees, at Client's sole expense, to indemnify, defend and hold EHC and/or its officers, employees, and volunteers free and harmless from any loss, claim, liability, damage, costs (including reasonable attorney's fees), and /or injury to persons and property that in any way may be caused in whole or in part, by or occur during Client's use or occupancy of said properties and/or facilities.

Client has carefully read this entire Agreement and agrees to abide by all of its terms by signing below.

Feedback and Concerns

If you have questions or concerns about this policy, please contact us at events@esperanzahealth.com or call (215) 302-3600 x. 503. We welcome feedback from the community to help ensure our events remain safe and enjoyable for all.