

MEMBERS EVENT CHECK LIST - Exhibit A

LEASED SPACE: Club hereby rents to Member, and Member agrees to rent from Club, Kira's Oasis ("Premises") which comprises part of the building at 590 Congress Park ("Facility") on the days and times and for the rental charged below, and for the stated purpose (the "Event") in accordance to the terms and conditions as set forth in the Agreement and this Exhibit A.

*** Please print legibly when filling out this form. ***

Name of Member Initiating Rental Agreement: _____
(Please Print)

Complete address of Member: _____

City: _____ State: _____ Zip: _____

Contact Info: Phone: _____ Phone: _____ Email: _____
Home Cell

Purpose of Rental: _____
(Reception, party, meeting, etc.)

Number of Guests in attendance (capacity NOT TO EXCEED 100): _____

Beginning Date: _____ Beginning Time: _____

Ending Date: _____ Ending Time: _____

Recurring Dates (if applicable): _____

1. Premises Rental: Total Hours Needed: _____ @ \$75.00 per hour = \$ _____

2. Kitchen Use (circle choice): Yes No Fee: \$ 25.00 (total-not per hour) = \$ _____

3. Sound System (circle choice): Yes No Fee: \$ 25.00 (total-not per hour) = \$ _____

4. **** Rental Amount Due (add lines 1 – 3):** \$ _____

5. Non-Refundable Deposit = 50% of **** Rental Amount (line 4) x 50%** = \$ _____ (deposit)

(Non-Refundable deposit is required to hold date – no exceptions. Please see #2 and 3 of Terms and Conditions Contract)

6. Cleaning Deposit of **\$200** is required in addition to Non-Refundable deposit and is due at time of booking.

(This amount will be refunded if cleaning requirements have been met upon Oasis staff inspection, returned via mail)

7. Total Due at time of contract signing/booking confirmation (Total of lines 5 & 6): **\$** _____

(This amount must be included with signed contract, membership form and Exhibit A)

8. Balance due 24 HOURS BEFORE start of event: \$ _____

(This amount is the remainder of Line 5) Full payment must be received before event will be allowed to begin.

Visa/Mastercard/Amex/Discover – Circle one, please!

#: _____ EXP Date: _____

3 or 4 Digit Code on back: _____ Signature: _____

The Oasis is delighted to offer paying of rental fees with credit cards. However, if the information provided on this form does not match the credit card data or the available balance is insufficient to accept the charge, any fees incurred by the Oasis will be charged back to the renter completing this form.

When considering your decorating ideas, Please note the following:

**** Use of Glitter or Confetti of any kind is NOT allowed in this facility.**

**** Nailing or taping of anything to the walls is NOT permitted. ** Open flame candles are NOT allowed.**

Caterer Name & Phone: _____

DJ Name & Phone: _____

Other Requirements: _____

Oasis Staff Use: Member #: _____

Please use Member / Renter copy as a checklist for compliance with these requirements.

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1. Be present at the Premises PRIOR TO the presence of the first participant or guest of the Event.
2. If you have decided to have each of your guests sign the Membership Agreement, provide the original of any new Membership Agreements to the Club's authorized representative at the conclusion of each day of the Event.
3. Set up and/or decorating needs are your responsibility, AS IS returning the facility to the condition you found it in.
4. Kira's Oasis is a **NON SMOKING** facility. Smoking is **NOT PERMITTED** inside the building. A receptacle for cigarette waste is outside the door for your convenience.
5. Please make note of the location of fire extinguishers and emergency exits and familiarize yourself with their use **prior to** the start of your event for the safety of you and your guests.
6. Treat the Premises and all equipment with the utmost care and caution leaving it the way you found it. If you break an item, you will be required to replace it, including the stereo if you used it with paid rental or without permission.
7. Consider your decorating requirements carefully, taking into consideration the following:
 - a. Sticking or nailing items to the walls is **not permitted** (see Terms and Conditions contracts for more details.)
 - b. Glitter or Confetti use of any kind is **not permitted**.
 - c. Candle use is **not permitted**. Some closed-flame candles/lights may be permitted. Please clear any use with Oasis staff prior to your event so that the staff does not have to ask you to remove these items when you set up.
 - d. You may hang items from the overhead trusses but you must remove them before leaving. Use your own ladder at your own risk.
8. If you ask to use an item that belongs to the Oasis, you must sign it out and return it or you will be charged to replace it. Hall is not responsible for supplying needed items to guests. Remember to bring items like extension cords, utensils, etc.
9. If you use the kitchen, you must clean it before you leave. The cleaning of kitchen cannot be waived. Any items in the kitchen or fridge prior to your use, belong to the staff of the building. **DO NOT** help yourself to anything you did not bring with you.
10. Turn off all lights in the Premises before leaving including bathrooms, changing room, etc.
11. Turn off all electric equipment (including sound speakers, sound mixer, CD player, ceiling fans, etc.) before leaving.
12. *** Place all trash in appropriate trashcans before leaving. Remove full trash bags from cans and replace with clean bags found on the cleaning supplies cart in the storage room where the chairs and tables are stored.
13. *** Take your bagged trash to the Dumpster that is located to the left rear of building.
14. *** Wipe off, if necessary, and return all tables and chairs used to the storage room before leaving.
!! Please do NOT put tables away dirty – this may cause the forfeit of your cleaning deposit.
15. Do NOT forget to check the bathrooms before leaving, any excess mess here is also your responsibility.
16. Children running unsupervised through the building will cause problems for you that you will not want to deal with.
!! Manage children accordingly.
17. Clean up all spills and messes that occur during your event. Vacuuming may be required depending on mess created.
18. If you used the freestanding OASIS sign in the front yard, bring it back inside the building before leaving unless it has been locked to the mailbox.
19. Ensure all exterior doors are locked as leaving the Premises.
20. Do not allow guests to enter into any part of the building not designated as the space you rented for your event. Use of the building is limited to the studio and kitchen if pre-arranged. Supervision of children is required.
21. Kira's Oasis will consider any items removed from the Oasis that are the property of the Oasis as theft and will handle this occurrence accordingly. ** The Oasis is under surveillance **

Please note that if the items on this checklist are not complied with, the cleaning deposit will NOT be refunded.

You can waive the return of your cleaning deposit if you would like us to do starred Items # 12-14.

!!Even if you waive your cleaning deposit, all remaining items (except for #12 - 14) are still your responsibility.

IN WITNESS WHEREOF, the parties hereto, each by a duly authorized representative, have caused this Exhibit A to be executed on the date first written above in the Agreement.

MEMBER:

(Print Name Here)

CLUB:

JSL Management, LLC d.b.a. Kira's Oasis

(Sign Name Here)

Kira LaFave

Please use Member / Renter copy as a checklist for compliance with these requirements.