

# YUKO-EN VILLA RENTAL POLICIES AND PROCEDURES

## YUKO-EN THE OFFICIAL KENTUCKY-JAPAN FRIENDSHIP GARDEN

For tours and rentals, call **502-603-9454**

Email: [Judy@yuko-en.com](mailto:Judy@yuko-en.com)

The Garden is open to the public from dawn to dusk every day.

The main building, called the Villa, is open only for private tours or when rented for events. The Villa and the outdoor area between the Villa and the pond must be rented as a set.

Any other outdoor location in Yuko-En may also be rented for events.

Renters should respect the rights of visitors and other renters.

### RENTAL OF VILLA AND FRONT LAWN

#### PAYMENT POLICIES

A deposit of **25%** of the total rental fee (which includes all deposits) must be paid at the time of booking an event. The booking contract entered into at that time guarantees the hours of use for the facility.

The remaining **75%** of the total rental fee is due no later than **30 days** before the event.

Payment for rental booked after the above deadlines must conform as much as possible to the above payment schedule.

Failure to pay by the due date will be assumed to be a cancellation of the event.

**\$35.00** will be charged for any returned checks.

Rental payments are not refundable.

#### EVENT RESTRICTIONS AND REQUIREMENTS

Hours of use must be established with the booking contract and must include set-up and clean-up time. If additional hours are desired and available, additional rental payment must be made prior to the event.

All events must end, and the premises vacated before dark **unless renter provides adequate lighting along entry pathways**. This must be approved at the time of booking.

Events serving or permitting alcohol consumption require specific approval. See additional notes.

Capacity for villa events is limited by fire code restrictions of **244 people** for events with **chairs only** and **114 people** for events with **tables and chairs**. For **standing room only** events, **capacity** in the villa is limited to **300 people**.

Occupation beyond the legal capacity must be moved outdoors, or the event terminated.

Renter must provide all furniture and decorations for events. Furniture and decoration set-up and removal times must be included in the hours rented. Failure of renters or vendors to remove all furniture and decorations within the booked time may result in a forfeiture of the damage/compliance deposit as well as additional fees for moving the items.

## **DECORATION LIMITATIONS**

In installing decoration for events, renters may not alter the physical appearance of Yuko-En in any way and must leave the grounds and its buildings in the exact same condition they were in before the event. Specific restrictions include:

All decorative and celebratory items used outdoors must be biodegradable and removed as much as possible. Rice is not permitted. Lit candles must be enclosed in glass or floating in water.

No items may be fastened to trees except by hanging strings. No items may be fastened to indoor or outdoor walls by pushpins, staples, nails or tape. Free-standing hangers must be used.

No fires, grills, smoke or fog machines, sparklers or fireworks of any kind may be used.

No holes may be dug. Small shallow stakes are permitted.

## **INSURANCE FOR EVENTS WITH 50 OR MORE PEOPLE**

For any event involving 50 or more people at Yuko-En, renters must provide written proof of event liability insurance no later than **30 days** before the event or the event will be considered cancelled.

## **LIABILITY WIAVER**

Neither the Yuko-En trustees, the Scott Education and Community Foundation, nor the City of Georgetown, are responsible for: damage to or loss of any merchandise, equipment, or personal possession prior to, during, or after the event; parked vehicles or any materials inside of them; or personal injury to any guests on the premises.

## **REFUNDABLE DAMAGE AND COMPLIANCE DEPOSIT FEE**

The renter will be notified within 7 days after the event whether any of the **\$150.00** refundable damage and compliance deposit is forfeited due to damage or non-compliance with Yuko-En's rental policies and procedures, or amount to be refunded. A Non-refundable service charge of **\$50.00** (opening & closing of villa) is due at time of reservation.

## **CLEANING**

Based on a cleaning checklist, renters are expected to clean up and leave the venue in the same condition after rental that it was in before the rental. Any extra cleaning or other steps that Yuko-En staff will need to take to return the venue to its pre-rental condition will result in a deduction from the damage deposit for the associated costs.

## **CONDITIONS FOR REFUND OF DAMAGE AND COMPLIANCE DEPOSIT**

A photograph will be taken of the interior of the main building at the time the doors are unlocked for your event and at the end of the event. If the interior of the main building is in the same condition at the end of the event as it was when the doors were unlocked, the security and

cleaning deposit check will not be cashed. If there are any costs involved in returning the building to its pre-event condition, such as the cost of hiring a cleaning service, these costs will be taken from the security and cleaning deposit. Any remaining money after costs are deducted from the deposit will be returned to the renter. Renters will be liable for any costs incurred that exceed the deposit.

## **ALCOHOL**

An umbrella liability policy will be required for all events where alcohol is being served.

All alcoholic beverages must remain inside the rented area – No Exceptions. Guests or hosts seen with alcohol outside the designated area will have the alcohol confiscated and/or the bar shut down and Yuko-En retains the right to shut down the event in this case. Any event with alcohol must be a PRIVATE event by invitation only. Yuko-En reserves the right to require guests to leave the premises who are deemed to be a threat to the facilities, to themselves, or to other guests at the event. If our alcohol requirements are not met prior to the event, we reserve the right to consider the event to be dry (i.e. no alcohol) and, in that instance, will shut the event down if alcohol is brought onto the grounds.

## **WEATHER/OTHER FACTORS**

Renters are advised the possibility of inclement weather or other factors beyond the control of the Yuko-En administration which will affect the event are out of our control. The garden is a living landscape that is allowed to remain as much as possible in its natural state with seasonal variances in the plantings and lawns. In cases of natural disruptions, emergency maintenance projects may be necessary during rental events.

The garden is located beside a highway and a waste-water treatment plant, which may sometimes disrupt its serenity.

## **CONTRACT DEFAULT**

Yuko-En reserves the right to terminate any event and ask the participants to vacate the premises as deemed necessary to protect the well-being of individuals or the Yuko-En grounds.

## **POLICY REVISIONS**

Yuko-En reserves the right to change and update Policies as deemed necessary for appropriate operations. We will provide client with updated Policies prior to their event.

### **Main Building Rental Prices:**

Non-refundable service charge: \$50.00 (opening & closing of villa)

One (1) to four (4) hours: \$300.00

Additional hours: \$75.00 per hour

Entire day & evening: (9 am–11 pm) \$800.00

Non-Profit Events (501C3): Contact Yuko-En for pricing

### **Main Building Rental Notes:**

- a. The main building and area between the main building and pond have to be rented as a set.
- b. Note that you must provide written proof of event liability insurance for:
  - \*All events with alcohol
  - \*All events with 50 or more people
- c. Discounted and/or free rental may be possible for educational and charitable organizations.

### **REFUNDABLE DAMAGE AND COMPLIANCE DEPOSIT FEE: \$150.00**

#### **Return of Damage and Compliance Deposit:**

A photograph will be taken of the interior of the main building at the time the doors are unlocked for your event and at the end of the event. If the interior of the main building is in the same condition at the end of the event as it was when the doors were unlocked, the security and cleaning deposit will be returned. If there are any costs involved in returning the building to its pre-event condition, such as the cost of hiring a cleaning service, these costs will be taken from the security and cleaning deposit.

Any remaining money after costs are deducted from the deposit will be returned to the renter. Renters will be liable for any costs incurred that exceed the deposit.

#### **Outside rentals for all areas of the garden\*:**

One (1) to four (4) hours: \$100.00

Additional hours: \$25.00 per hour

Entire day & evening: (9 am–11 pm) \$300.00

Non-Profit Events (501C3): Contact Yuko-En for pricing

Guarantees you exclusive access to your preferred space.

\* the area directly in front of the main building is subject to the main building prices above.

All prices are subject to change. Call the 502-603-9454 to confirm prices before booking.

# 2020 YUKO-EN VILLA RENTAL CONTRACT

DATE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ P.O. BOX \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

EVENT BEGIN TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_ (Include time for set up & clean up)

NON-REFUNDABLE SERVICE FEE: **\$50.00** (opening & closing of villa)

SECURITY & CLEANING DEPOSIT FOR RENTAL OF VILLA: **\$150.00**

ONE (1) to FOUR (4) HOURS: **\$300.00**

ADDITIONAL HOURS: **\$75.00** per hour TOTAL # HOURS: \_\_\_\_\_

ENTIRE DAY & EVENING: (8 AM – 11 PM) **\$800.00**

NON-PROFIT EVENTS (501C3): CONTACT OFFICE FOR PRICING

TOTAL RENTAL (Includes all fees) \$ \_\_\_\_\_ DEPOSIT \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_

REMAINING BALANCE DUE \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_

PAYMENT: CASH \_\_\_\_\_ CHECK \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

YUKO-EN REPRESENTATIVE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_