



Springhurst Community Association

502-425-4672 • 4200 SPRINGHURST BLVD. LOUISVILLE KY 40241 • SPRINGHURSTVILLAGES.COM

Policy for Conduct of Social Events

The SCA Board has approved a policy that community activities may be held from time to time when funds are available and budgeted for such purpose. The SCA President will appoint an ad hoc team consisting of at least two board members and other volunteers who are SCA residents to plan and execute the activity.

Procedures

1. Written plans for all activities must be submitted to, and approved by, the SCA Board before the event is announced to the community.
2. Activities must generally appeal to all Springhurst residents.
3. Notice to residents -
 - All residents will be notified of any activity.
 - U.S. Mail, newsletters, signage, springhurstvillages.com, and email will be utilized to notify residents.
 - Newsletters will include email sign up reminders for events with email only notification.
 - The Communications Committee shall approve any notice transmitted to the residents.
4. Signage -
 - Expense of signage will be included in the activity budget.
 - Signage will be in accordance with the Association's sign policy and displayed no more than seven days in advance of the event.
 - The property manager will purchase signage from the approved sign vendor.
 - Signs will be requested at least ten days in advance of desired use.
5. Email notification to residents will be distributed by the Communications Committee and requested at least 24 hours in advance when possible.
6. The Association's standard contract will be utilized for vendors and contractors providing services for events, and will be executed for the Association by the president. The standard contract is attached.
7. Vendors and contractors must provide certificates of insurance, with the Association listed as additional insured, to the SCA manager at least one week prior to the activity.
8. Receipts for all expenses and statements of income, if any, will be provided to the SCA manager within one week after the activity.

REGISTER YOUR EMAIL ADDRESS AT SPRINGHURSTVILLAGES.COM TO RECEIVE IMPORTANT EMAIL ALERTS!



EVENT SERVICE CONTRACT

CUSTOMER (SCA):

Springhurst Community Association, Inc.

4200 Springhurst Blvd.

Louisville, KY 40241

(502) 425-4672 / scamanager@outlook.com

Event Contact: _____

Email/Phone _____

CONTRACTOR:

Name _____

Address _____

Contact _____

Phone _____ Email _____

Checks Payable To: _____

EVENT: _____ **DATE:** _____

EVENT TIME: From _____ AM/PM To _____ AM/PM **SET UP TO BEGIN AT** _____ AM/PM

LOCATION: _____

SERVICE(S) – Additional details of the services, if needed, are attached and made part of this contract. Such details shall not contradict or override any conditions of this contract unless signed by both SCA and Contractor :

☐ SCA will pay Contractor \$_____ Deposit of \$_____ with signed contract and receipt of W-9 & Insurance

Balance of \$_____ due at conclusion of the Event.

☐ SCA will pay Contractor \$_____ per person for attendees (plus gratuity if applicable) at conclusion of Event

☐ Contractor will pay SCA _____% of all sales made at the event & submit payment with sales report at conclusion of event.

SCA

- SCA will furnish the following utilities, facilities or equipment needed for the performance of the Service(s):

CONTRACTOR

- Upon acceptance of this contract, Contractor will furnish SCA with a W-9 and a certificate of Commercial General Liability insurance showing SCA as an additional insured. Such insurance shall have minimum limits of \$1,000,000. Proof of adequate Worker's Compensation Insurance must also be provided.
- Unless otherwise provided in the Contract, Contractor shall provide and pay for labor, materials, equipment, transportation, and other facilities necessary for proper execution of Service(s).
- Contractor shall pay all taxes that are legally required when the Contract is executed. Contractor shall obtain and pay for all permits necessary for the completion of the Service(s).
- At the conclusion of the event, Contractor shall immediately remove its equipment and surplus supplies and shall dispose of waste materials as directed by SCA.

- To the fullest extent permitted by law, Contractor shall indemnify and hold harmless SCA, its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Service(s), provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Service(s) itself), but only to the extent caused by the negligent acts or omissions of Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.
- In the event Service(s) includes only rented equipment with no Contractor supervision or operation and SCA is responsible for supervision and operation of the equipment, SCA recognizes that use of the rented equipment may involve inherently dangerous activities. Consequently, SCA agrees to indemnify and hold harmless from any claims, actions, suits and proceeding expenses, damages and liabilities arising by reason of injury, damage or death to persons or property, in connection with or resulting from the use or operation of the equipment unless the equipment is found to have been defective at the time of delivery. SCA also agrees to indemnify and hold harmless Contractor from any loss, damage, theft, or destruction of the equipment during the term of this contract.

PROTECTION OF PERSONS AND PROPERTY

- Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees performing the Service(s) and other persons who may be affected thereby, the Service(s) and materials and equipment to be incorporated therein, and other property at the site or adjacent thereto. Contractor shall promptly remedy damage and loss to property caused in whole or in part by Contractor, or by anyone for whose acts Contractor may be liable.

CHANGES IN THE SERVICE(S)

- SCA, without invalidating the Contract, may order changes in the Service(s) within the general scope of the Contract, consisting of additions, deletions or other revisions, and the Contract price shall be adjusted accordingly, in writing.

CANCELLATION OF THE CONTRACT

- SCA may cancel the Contract without cause up to 30 days before the event date with full refund of any amount paid.
- SCA may cancel the Contract without cause up to 15 days before the event date but no refund of deposit will be due.
- Contractor may cancel this contract before or during the performance of the Service(s) due to serious illness, accident or other circumstances or conditions that make it impossible to adequately perform the Service(s) or if other conditions including weather, attendee behavior or inadequate utilities present a risk to the health or safety of the Contractor, attendees, or the security or conditions of Contractor's equipment.
- If Service(s) must be cancelled during the event, due to no fault of SCA, a partial payment to Contractor based on amount of Service(s) provided will be due. If Service(s) must be cancelled less than fifteen days before, due to no fault of SCA, no additional payment will be due Contractor.
- If Service(s) must be cancelled before or during the event, SCA and Contractor may negotiate a price for Service(s) to be performed on a later date.

SCA President or Authorized Board Officer

Contractor Authorized Agent

Date

Date