



## RENTER INFORMATION

- ◆ **CHECK-IN TIMES:** Normal full day entry is 8 AM or later. Contract begins with entry time regardless of stated time. Hourly rentals include set-up time. Sunday full day entry time is 10AM if available.
- ◆ **ENDING TIMES:** All Friday & Saturday parties must be over by 12-midnight. Weekday & Sunday events over by 11 PM. Club must be ready by early AM for the next renter.
- ◆ **KEYS:** Renter is responsible for entry of all persons into the building once the key is handed over. Rental key may not be duplicated. If lost, there will be a \$100 fine to re-key all locks the key fits.
- ◆ **Building key is left in LOCKBOX outside kitchen door. Extra key left in drawer by door.**
- ◆ **DOORS:** Doors should remain locked when no one is in the building. Double doors: lock both sides.
- ◆ **UNLOADING:** You may unload vehicles on the sidewalk (stopping before the columns). You must **remove** your car **immediately** to the parking lot. Catering trucks **CANNOT** stay parked on the sidewalk. No parking on the grass adjacent to the sidewalk. Damage fees will be charged for oil/gas leakage.
- ◆ **No Large Trucks or busses are allowed on the sidewalk or grounds near the front entrance.** They must remain in parking lot area.
- ◆ **RENTAL EQUIPMENT:** Delivery can be arranged once you have an entry time. The pick-up day and time must be discussed with rental manager as well as the amount. A fee will be charged if rental equipment is not picked up the next day-early in AM. (SOME EXCEPTIONS). Company name and phone needed. Equipment must be stored by the front window/entrance, out of the way, as another rental may be setting up. Equipment may not remain in the kitchen nor should it be put in the closet. Manager is not responsible for items left & renter must meet the rental company for pick-up. At that time the key is returned. It is preferred that you remove the rental equipment immediately after your event.
- ◆ **DECORATIONS:** may be put up with masking tape or painters tape, string, suction cups on glass.
- ◆ **NO NAILS, TACKS, STAPLES, OR DUCT TAPE SHOULD BE USED. No confetti or glitter is allowed.** No “silly string” type products, colored tissue paper or “Easter grass”. No tape on floors or on the outside of the building/columns. All decorations must be removed along with tape, string etc. Painter’s tape or Masking tape is preferred. Balloons or signs from street must be removed. There will be a damage fee charged for gum/candy on floors, deck, walls, tables or outside walkways and if decorations are left. Avoid sand from getting on the floors. It will damage it. Permission required for bales of hay inside.
- ◆ ALL BEVERAGES MUST BE SERVED IN **NON-GLASS** CONTAINERS TO YOUR GUESTS. **Glass-bottled beer or wine coolers are not allowed.** Glass plates **are** allowed for a formal dinner. No Glass Outside of the building. Any glass giftware must be wrapped so breakage is prevented.
- ◆ **No frying food with oil or grease** in the kitchen. Ovens are for warming foods and heating sauces etc. No full cooking of foods allowed in the kitchen. Excessive spills will have an extra cleaning charge.

- ◆ **TRASH:** All trash must be put in bags and placed in the dumpster by the renter after your event. Trash cans remain outside on the deck. No food/trash should be left in the building overnight. Cart is locked inside the building. Renter is responsible for recycling.

- ◆ Ice should be dumped down the hill in the shrubbery. All cardboard must be flattened & large boxes or amounts must be hauled away.

- ◆ **THERMOSTATS-** Both thermostats are already set upon entering building to the desired temperature. It takes several hours for the building to cool down in the summer. Keep doors closed so the AC works.

**Do not turn the systems completely off. It will change back to the pre-set temperature.**

- ◆ **Orange cones** (3-5) are provided in the summer to reserve the top 10 parking spots for your event. Please stack these and place back in the building after your event.

- ◆ **UPON LEAVING:** check bathrooms & stoves, lock/bolt all doors, and turn off all inside lights. Outside lights remain on except the one under the canopy at the front. Turn off all inside lights.

- ◆ Bathrooms need to be checked for proper functioning. Plunger in utility closet. Report any problems.

- ◆ Tables and chairs should be clean before storing in the closet. Chairs need to be hung low on the top rack so the cart goes thru the doors. Please put the furniture back as illustrated on the inner door. Report any broken tables/chairs to manager. Do not drag tables & chairs across floors.

**FEES:** Prices range from \$75/hr. on Sunday–Thursday (minimum required) for small events to all day rentals on Mon-Thurs (\$450) Friday (\$700) and Saturday (\$1100). Please contact the rental manager for an exact quote as prices are subject to change. **Other fees** include a refundable Security/Damage deposit from \$100-\$300. Fees for set-up or breakdown of furniture, cleaning after the event (usually required) or police security are extra- and depend upon the needs of the renter.

**MISCELLANEOUS:**

- ◆ Do NOT remove the mirrored ball hanging in the main room without permission. Do not touch pin lights.
- ◆ Candles must be in a container of some sort. Torches outside must be away from the building & deck area.
- ◆ Grills or propane cooking units must be 20-25 feet away from the building and only in designated areas.
- ◆ Portable dance floors are not allowed. Deep or non-removable scuffmarks in the floor will have a damage fee assessed if excessive.
- ◆ Spills in the kitchen with stove etc., are expected to be cleaned by renter/caterer or an extra fee will be charged. Large spills need to be mopped up immediately. Standing water will damage floors.

- ◆ **NO ICE IS PROVIDED.**

**EQUIPMENT ON SITE: (PLEASE CHECK 1 MONTH PRIOR TO RENTAL FOR CURRENT FURNITURE AT THE FACILITY) AMOUNT OF EQUIPMENT LISTED IS A CLOSE ESTIMATE.**

- ◆ **Tables** –approximate (all 8 ft. banquet tables have a 2 1/8” lip which may require larger clips for skirting)
  - 20 Rectangular (8ft) (96”x30”) seats 8-10
  - 2 Rectangular (6ft) (72”x30”) seats 4-6
  - 8 Round (5ft) (60”) seats 8
- ◆ **Chairs**  
 @140-160 (approximate not guaranteed) metal folding chairs, 2 ladders: 5ft. and 8ft. ---- 3-4 trashcans & 5-10 trash bags provided (45 gal.) depending on size of event. Garden cart to transport items and take out trash (remains in kitchen, locked up overnight).