

HOLLER PARK LODGE RENTAL GUIDELINES

1. **NO SMOKING** in the building!
2. **ALCOHOL**: Only beer, wine & champagne are allowed!
3. **FOG/MIST MACHINES**: NOT ALLOWED!
4. **BANDS/DJ's**: MUSIC **MUST STOP** no later than by 8:30pm.
5. **WOOD FIREPLACE**: Use of the wood fireplace IS NOT ALLOWED!

Renters who use the wood fireplace are subject to the loss of their security deposit.

6. **CLOSING TIME**: The facility closes at 9pm.

Renters must end their event, have the hall cleaned and everyone out of the building by 9pm.

7. **FIRE ALARMS**: Renters are responsible if fire alarms are activated without cause. Response fee (\$75) will be charged to the renter.

8. **SET UP**:

Setting up tables & chairs is renters' responsibility

Tacks, nails, etc. MAY NOT be used in decorating

All decorations & supplies brought in must be removed at the end of the rental

Decorating/set-up & clean-up time must be scheduled & will be charged at the rental rate.

9. **CLEAN UP**:

Wipe down tables and chairs used

Put away all tables and chairs that were brought out and/or as directed by manager

Clean up kitchen, wipe stove, and microwave if used

Sweep floor in main hall and kitchen

Spot mop spills in main hall and kitchen (**NO PINESOL** or similar chemicals)

Bathrooms- make sure diapers, toilet paper, etc is put in the trash and not left on the floor

Remove all decorations utilized, including tape & balloons

Remove all garbage generated and place in the parking lot dumpster

10. **OUTSIDE GROUNDS**: If guests have used outdoor area, renters are responsible to pick up trash and put in parking lot dumpster and return picnic tables to original location. Renters must put hot charcoal into the designated containers.

11. **OVERCROWDING**: Renters must maintain a safe number of people in building at all times. The manager will enforce the maximum hall capacity.

Maximum: 75 Seating

Most renters enjoy their experience at Holler Park Lodge and respect the guidelines. When renters do not follow guidelines, their security deposit will be assessed. Please help us maintain this facility for the people with disabilities who recreate here. Thank You.