

# Conference Room Rental Policies and Procedures

## Alcoholic Beverages

- Unfortified wine and beer may be served as long as the following rules are followed: ***ABSOLUTELY NO HARD LIQUOR IS ALLOWED!***
- An off duty Holly Springs Police Officer must be hired at the rate of \$35 per hour to be present until the end of your rental. The Officer must be paid upon arrival. The Police Officer must be on the premises prior to serving and consumption and must remain on site until the end of your rental that day.
- An additional deposit is required to serve Alcohol. The deposit will be returned the following month provided all the rules are followed.
- Alcohol may not be served as part of a 'cash bar'.
- All glass containers are prohibited with the exception of wine bottles. Beer bottles are prohibited!
- All alcohol consumption must be confined to the Conference Room and the deck. Alcohol is not allowed on walkways, trails, docks, beach or parking lot.
- On duty Town Employees may not assist with the provision or serving of Alcohol
- 'Bring Your Own Alcohol' is not allowed.
- By signing this contract and "Hold Harmless" agreement, you are releasing the Town from any and all liability related to your rental
- ***ALL consumption and serving of alcohol must cease at least one (1) hour prior to the end of the rental and no later than 10pm.***

## General

**ALL DAMAGE DEPOSITS AND RENTAL FEES MUST BE PAID IN FULL AT THE TIME OF RESERVATION OF THE CONFERENCE ROOM. RESERVATIONS ARE NOT HELD WITHOUT FULL PAYMENT.**

- All rentals must be made in person. Reservations are not accepted by fax, phone, E-mail, or mail.
- Reservations may be made up to one (1) calendar year in advance. A rental can't be made within two weeks of the date.
- All refunds are based on the original rental date.
- ***Minimum rental time is 3 hours.***
- Rental times may begin any time after 8am and end any time before 12 midnight. (Exceptions are Veteran's Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after, and New Year's Day when the park is closed.)
- All rentals must allow time for decorating and clean up within the rental time. There is no early access or late departure outside of your rental hours.
- Deposits are returned the following month provided that the facility is left in as rented condition. The floors must be swept, tables wiped clean, chairs clean, kitchen clean, trash bagged up in trash cans, and all decorations, flowers, and rented equipment removed by the end of your rental time. You are not required to break down tables and chairs.
- ALL rentals are on a first come, first serve basis. We do not hold rental dates that are not paid in full.
- New rentals must be made a ***MINIMUM*** of 2 weeks in advance. Any amendments to existing rentals, to add additional time, must be made a ***MINIMUM*** of 2 weeks in advance or they will not be amended.
- The maximum capacity of the Conference Room is 80 people. You may rent the Deck in conjunction with the Conference Room for a 'mingle style' event for a maximum capacity of up to 150 people. If your group is larger than 80, you *must* also rent the deck.
- In the event that you choose to rent the Deck, it is still available to the public and may not be blocked off. The Deck may not be rented without also renting the Conference Room.
- Conference Room tables and chairs are not allowed outside the Conference Room. In the event that you require extra seating on the deck, you must rent the tables and chairs from an outside source. The tables and chairs may not be delivered prior to the start of your rental and must be removed by the end of your rental to avoid additional Room Rental and/or Afterhour fees.
- Extension cords are not allowed across the deck. If outside power is required, it must be used at the outlet.
- ***Amplified music is not allowed on the deck after dark. There is no music allowed in the Park after 10pm.***
- 72 inch round and 72 inch X 30 inch rectangle aluminum tables are available for rental. Round tables will accommodate 8-10 chairs and rectangle tables will accommodate 6-8 chairs. Serpentine tables are also available for serving. Sage Green upholstered chairs are included with the tables. Conference Room tables and chairs are not allowed outside the Conference Room.
- All set up and tear down of tables and chairs are done by Staff. Set up instructions must be provided a minimum of 2 weeks prior to your rental.
- Access to the Conference Room and Kitchen are not available prior to the start of rental. Rental time must allow ample time for decorating and clean up. Tables and chairs will be set up in the room prior to rental time by staff. Any services contracted (caterers, equipment, florist, DJ, etc.) are not allowed in the facilities before the start time of the rental and must remove all items before the rental ends. Caterers may not leave food or serving accessories in the conference room or kitchen overnight (excludes Wedding Package). There is not storage for these items. Chairs, tables, or other equipment rented from an outside source must be removed by the end of the rental. ***In the event that you do not adhere to contracted rental times, you will forfeit all of your deposits.***
- ***Decorations, signs, etc. may not be affixed to any surface with tape, nails, tacks, pins, putty, glue, command strips, etc.*** All decorations must be removed prior to the end of your rental. You may use fishing line, floral wire, or zip ties. ***Failure to comply with this rule will result in forfeit of all deposits.***
- In the event that you rent the Deck in addition to the Conference Room, no form of cooking, BBQ grilles, sterno, warmers, sparklers, or candles are allowed on the deck or any outside surface. Pig cooker grills are allowed in the parking lot only, provided they have a drip pan underneath. Candles are allowed within the Conference Room. The use of food trucks, large catering vehicles that will remain in the parking lot during the duration of the event, and the use of charcoal or gas grills onsite by the catering company will be determined on a case by case basis.
- The Conference Room and Deck are smoke free environments. Smoking is allowed in the parking lot and on cement surfaces but prohibited elsewhere in the park. All butts must be properly disposed of in a fire safe container
- Canopies and Tents are not allowed in the Park.
- The Kitchen is for use by all Conference Room rentals. Minimum refrigeration is available. There is a small ice machine and coffee pot for use.
- Table linens, napkins, decorations, serving implements, dishes, glassware, silverware, coolers, serving pieces, etc. are not provided and must be provided by an outside contractor. Anything associated with your rental must be removed prior to the end of your rental or you will forfeit all deposits.
- In the event that the Conference Room is rented for a Business Meeting a coffeemaker, coffee urns, coffee filters, and mugs are available for use. ***Coffee, tea, creamer, sugar, and sweeteners are not provided.*** All coffee mugs must be place in the dishwasher after use and run through a wash cycle. Dishwasher detergent is provided.
- The Conference Room may be rented after hours with an additional fee per hour to provide staffing. Afterhours is defined as after the park closes at sunset, which varies with the time of year. This means rental afterhours start when the Park closes at Sunset and if your rental does not start until an hour after closing you must pay for that hour and afterhours fees to keep the park open for your event to start.
- Use of silk flower petals, rice, and sparklers for weddings are not allowed.
- Bass Lake Park may not be used for any part of fund raising.
- Bass Lake Park will not assume any responsibility for heating or cooling issues if all doors do not remain closed at all times.
- Removal of picture frames off the walls of the conference room is prohibited.
- The minimum age of the renter is 18 years old when no alcohol is being served. When alcohol is being served the minimum age of the renter is 21 years of age.

***Failure to observe any of these policies and procedures may result in forfeit of all deposits.***