

## INFORMATION AND RATE SHEET

### CAPACITY

Visitors Center                      135                      Shelter House                      upon agreement

Note: Capacity is based upon standing and seated individuals and will diminish with the use of buffet tables, dining tables, dance areas, etc.

### CHARGES

	<u>Visitors Center</u>	<u>Shelter House</u>
Refundable Deposit	\$	\$
Rental Fee	\$            (first 4 hours) \$            per hour for each additional hour or portion of an hour	\$            per day

### RESERVATIONS AND SECURITY DEPOSIT

A **signed contract** along with a **refundable deposit** is required to reserve the space to be rented. The deposit is separate from the rental rate and does not contribute to the total rental fee due. The deposit will be returned to Renter when Grinter Place Friends, in its sole discretion, determines that there is no damage to the rented space and that all cleaning and trash removal is completed. Should GPF identify damage, Renter will be charged the cost of restoration to original condition. If the deposit does not cover the damage identified, additional charges will be issued to the Renter.

Full rental fees are due 30 days prior to the event. A cancellation within 30 days of the event will result in the forfeiture of Renter's deposit.

GPF reserves the right to cancel the rental without prior notice to Renter in the event that the facility cannot be opened or used due to fire, plumbing, structural or electrical failure; or should severe weather or other act of God prevent the representative of GPF from opening the facility. In such cases, a full refund of the Renter's deposit and paid fees will be made.

All fees, deposit and rental charges are due in full immediately for any event scheduled less than 30 days prior to the proposed event date.

### RENTAL PERIOD AND EVENT HOURS

The Visitors Center and Shelter House are available seven days a week. All events, including cleanup and trash removal must be completed by midnight.

### SECURITY

It is the policy of Grinter Place Friends that no firearms or personal weapons are permitted on or in any property owned by Grinter Place Friends, Inc.

Renter must make arrangements for a security guard to be present at the event if beer, wine or liquor is served. Security personnel may not carry firearms or personal weapons on property owned by Grinter Place Friends, Inc.

or

\_\_\_\_\_ Renter certifies that no alcohol will be served at this event.

### **LIMITATIONS AND RESTRICTIONS**

- Renter is allowed set up time of 1 hour immediately prior to the event start time with no additional charge.
- Admittance fees, ticket sales, vending or resale of food or beverage is prohibited.
- Smoking is strictly prohibited in the Visitors Center
- Open containers are prohibited outside the building
- Beer kegs, coolers or other sources of moisture must not be placed on the wooden parquet floors.
- No rice, confetti, glitter, sand, birdseed, dance wax, smoke or bubble machines are permitted
- No tacks, nails or tape may be used on the ceiling, walls or woodwork of the Visitors Center
- Youth functions are required to have one adult chaperone present per 15 minors. A minor is anyone under the age of 18 years.

\_\_\_\_\_ **Cleanup is the responsibility of the Renter.** Everything brought into the Visitors Center or Shelter House, including flowers, decorations and debris must be removed. The space is to be restored to order at the conclusion of the event. If cleanup is not performed to GPF's satisfaction, the cost of cleanup will be deducted from the Renter's deposit.

### **CLEANING CHECKLIST**

- Tables and chairs wiped down and put back as they were found
- Clean Kitchen, including oven and refrigerator if used
- Flush all toilets and wipe down all surfaces in the bathrooms
- All floors including kitchen and bathrooms must be swept (and mopped if necessary). February 23, 2011
- Take all trash to the dumpster in the rear parking lot and replace bags.
- Close all blinds or curtains
- Close and lock all windows and doors