



## Rental Rules and Regulations

### Maximum capacity: 100 guests

#### Music:

- Renter is welcome to have amplified, moderate volume, music inside the building
- Amplified music is NOT ALLOWED on the front porch, front lawn, patio or other outside areas. Failure to abide by this rule could result in shut down of the event by the Avondale Police Department. Renters may forfeit \$250 of their security deposit.
- Renter is welcome to have very low volume music, outside the building, for a wedding ceremony.

#### Security:

- Renters will be given a code to enter the building through the kitchen door. This unlocks as well as disarms alarm.
- At the event's end, lock all glass doors from inside. Lift handle and turn lever at the same time.
- Double doors require locking left side first. Close and lift handle. Now close and lift handle and turn lever on right door
- Close kitchen door securely from outside. Press Yale. Door will lock

#### Clean up:

- Trash bags are not provided. Renters must bring large, heavy gauge bags.
- All trash and garbage must be secured inside garbage bags and placed inside the large covered garbage cans outside.
- Place recycling in the recycling bins. Please do not leave bottles, cans or trash outside on patio or parking area.
- Breakdown cardboard and stack. Do not place cardboard boxes or inflated balloons inside the garbage cans.

#### Decorations:

- Do not use any tape, nails, tacks, screws or other adhesives.
- No decorations may be hung from the fans or light fixtures

#### Prohibited materials:

- Inside – rice, birdseed, glitter, confetti, silly string
- Outside – plastic or nylon petals, glitter, confetti
- No candles, sparklers, or fireworks are allowed.

#### A/C and heating:

- Air conditioners and heating system function at optimum efficiency only when doors are closed.

#### Outdoor:

- Use of tables and chairs outside requires set up by renters and returning inside at event's end
- Only white chairs are to be used outside. All black upholstered chairs are for inside use only

#### Smoking:

- Is allowed only outside the facility. Please dispose of cigarettes in containers provided.

#### Rentals:

- Furniture and tent rentals require approval of the facility manager.
- Renters provide all linens, silverware, dishware and glassware

Renter's signature \_\_\_\_\_

Agreement Date \_\_\_\_\_

Rental Manager \_\_\_\_\_