



## Facility Rental Agreement

Thank you for choosing The Village Gathering Point for your event. We ask that you read and accept the following policies, rules, and regulations.

### The Village Gathering Point Policies, Rules, and Regulations

#### 1) Compliance

- a) The Village Gathering Point, in cooperation with local officials, reserves the absolute right to take whatever steps are necessary to insure adherence to these rules. If any costs are incurred to provide compliance, these costs shall be the responsibility of the event host.
- b) The event host must agree, in writing, to follow the policies, rules and regulations set forth by the Village Gathering Point prior to scheduling an event.

#### 2) Permissible Events

- a) The Village Gathering Point reserves the right to refuse or cancel the use of our facilities for any event that is contrary to our purpose. Lewd behavior, sexually explicit entertainment, the promotion of hate, or any illegal activity is not permitted.

#### 3) Building Access

- a) Building and grounds access will be provided on the day of the event at the scheduled beginning of your reserved time period for decorating and event set-up.
- b) All guests and other event participants must vacate the building and leave the premises at the end of your reserved time period.

#### 4) Guest Numbers and Room Set-Up

- a) A seating chart and table arrangement request must be submitted to The Village Gathering Point no later than ten (10) days prior to the event. Last minute seating and table arrangement changes will be accommodated if possible but are not guaranteed. You are welcome to move and rearrange tables for your event during your scheduled time period.

#### 5) Guest Behavior and Supervision

- a) The event host is responsible for ensuring that minors are under continuous supervision by a parent, guardian or designated adult within the building, and on the surrounding outdoor premises including but not limited to patios, gardens, lawns and parking lot.
- b) The event host is responsible for the behavior and actions of guest and other event participants.

## 6) Liability

- a) The event host assumes full responsibility for the actions, conduct and behavior of guests, vendors, and other event participants and assumes financial responsibility for damages to the building, grounds or property of The Village Gathering Point caused by any guests, vendors, and other individuals affiliated with the event.
- b) Event host assumes responsibility for the damage to, or loss of, any merchandise, gifts or property belonging to the event host, host's guests, or any other event participant, prior to, during or following the event.

## 7) Decorations and Decorating

- a) Decorative materials may not be nailed, tacked, taped, or glued to any interior or exterior structure. Decorative materials may not be hung from any electrical fixture. We do allow the use of Command "damage free" hooks. Remember to slowly pull the tab straight down with your hand against the wall to remove.
- b) Decorating is the sole responsibility of the event host. The Village Gathering Point will only set up any equipment or supplies rented or purchased through the Village Gathering Point as discussed prior to the event.
- c) Due to limited storage facilities, all materials, equipment and decorations provided by the event host must be removed from the facility at event's conclusion.
- d) No rice, bird seed, confetti, glitter or any similar products are allowed to be thrown, scattered, distributed or displayed within the building or on the grounds.

## 8) Candles

- a) All candles must be properly shielded in a manner that either completely encloses the flame or extends above the top of the flame. The only exception to this rule is for birthday candles.

## 9) Weapons

- a) Weapons are not permitted anywhere on the Village Gathering Point's property.

## 10) Smoking

- a) Smoking is only permitted outdoors.

## 11) Music

- a) Music for the event is the sole responsibility of the event host.
- b) The band or DJ may not set-up prior to the start of your reserved time and must vacate the premises by the end of your reserved time.

## 12) Food Service

- a) If a caterer is providing service for your event, they may not enter the building prior to your reserved time and must vacate the premises by the end of your reserved time.
- b) The event host, caterer, and other vendors are welcome to use the catering kitchen and may bring in any warmers or catering equipment needed.

13) Beverage Service

- a) Event hosts may serve alcohol to invited guests but are responsible for ensuring that guests under the age of 21 are not served or permitted to drink alcoholic beverages.
- b) The event host is also responsible for ensuring that guests drink responsibly and do not drink and drive.

14) Clean Up

- a) Place any garbage in the trash cans at the end of your event.
- b) All supplies, materials, and equipment that belong to the event host, vendors, or guests must be removed at the end of your reserved time. All materials and equipment belonging to the Village Gathering Point may be left in place.

15) Fees

- a) A deposit of 50% of the facility rental fee is required upon signature of this document to reserve your event's date and time slot.
- b) The remaining 50% of the facility rental fee as well as any other fees for equipment and supplies rented from or provided by the Village Gathering Point must be paid 10 days prior to your event date.

16) Release

- a) You further agree to release, indemnify and hold harmless the Village Gathering Point and its employees against any and all losses, accidents, liabilities, damages, injuries, expenses and claims resulting in whole or part, directly or indirectly, from the event you hold, and the use of our facilities.

Thank you again for choosing the Village Gathering Point for your event. By signing below, you agree to follow these policies, rules and regulations.

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Event Host Date

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The Village Gathering Point Representative Date