

## ***Chestnut Street Pavilion RULES AND REGULATIONS***

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Welcome to the Chestnut Street Pavilion. The following rules have been adopted to provide guidelines for the use of facility and grounds.

### **RULES FOR BUILDING USE**

1. No smoking in the building, restrooms or on the grounds.
2. No drinking or possession of alcohol, or drug paraphernalia is permitted on the premises.
3. Inspection will be made after each rental, any damages to the building, grounds or contents will be charged to the renter.
4. Dispose of your garbage in the dumpster located at the rear of Berea Tourism Welcome Gallery & Event Center upon leaving the premises.

### **FINANCIAL ARRANGEMENTS**

#### ***\*REQUIRED RENTAL FEES ARE AS FOLLOWS:***

1. Rates are set according to the number of people expected for a rental, and the amount of time reserved for usage. Rentals are based on the time entering and exiting the premise (need to include set up and clean up time in hours of use).
2. For any food sales, renter must have a permit from the Madison County Health Department, and a City of Berea Business License.
3. ***The rental fee is due in FULL within 2 weeks of the reservation date.*** If payment is not received with the time frame you will forfeit your reservation.
4. Any cancellations must be made at least 30 days in advance to avoid \$50.00 booking fee charge.
5. You must set-up and clean up yourself, no tables, and chairs available.
6. Your clean up consists of taking trash out to the dumpster and putting liners back in ALL trashcans and using blower or brooms. We also ask that you assure restrooms are clean and in good appearance.
7. ***RENTER MUST BE AGE 21 OR OLDER-NO EXCEPTIONS!!!***

### **SPECIAL NOTES**

1. Do not put food, napkins or paper towels in toilets, urinals, or sinks.
2. **Adequate supervision of children is necessary** for their safety and ours.
3. If there is a problem with the heat, AC, plumbing, electricity, etc. Please notify the City of Berea Police Department's non-emergency number (859) 623-1248.
4. **If the renting group is not finished with the building at the time they have specified, the renter will be charged.** The City of Berea - Tourism is not responsible for items left in the building or on the premise.
5. **\*\*PLEASE DO NOT PUT SIGNAGE ON THE CUPOLA OR FENCES\*\***

**I understand the above rules and agree that I am responsible for the facility during the time I have it reserved for my group.**

Signature \_\_\_\_\_

Date: \_\_\_\_\_