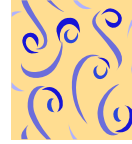




# WPCRC Rental Guidelines



## Commercial Use

In the event Lessee uses the facility for commercial use or charges any form of admission, Lessee agrees to pay Lessor 15% of gross revenue in addition to all other fees specified in the Rental Contract. This 15% shall be due within 5 business days following date of event. Lessee agrees to complete a financial statement form, provided by Lessor, to verify receipts of the event.

## Security

If WPCRC or Lessee decides security is necessary at Lessee's event, Lessee will be responsible for all fees related to security personnel and equipment. Fees are due at time of reservation. WPCRC reserves the right to do a background check on Lessee and its representatives.

## Late Reservations

In the case of late reservations, checks will not be accepted. Payment must be made by cash or credit card.

## Smoking

Smoking is not permitted in any part of the Community Center at any time.

## Kitchen

Access to kitchen is available for a fee. Please ask rental coordinator for additional information.

## Food Service

Available through approved caterers. Potluck food is allowed but there is no kitchen access. Please see rental coordinator for additional kitchen information.

## Clean-up

Groups having drop-off or pick-up food service from an approved caterer will be responsible for the complete clean-up of all areas utilized, including removal of tablecloths and all other personal equipment. All disposables must be placed in appropriate trash receptacles. Recyclables must be placed in recyclable containers only.

## Ending Time

All events must end by 10:00p.m., including clean-up, unless otherwise agreed upon.

## Storage

The storage of any equipment or other accessory items belonging to the users is not permitted. WPCRC is not responsible for any equipment or other accessory items left at the Community Center at any time.

## Decorations

The use of nails, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is prohibited. **GLITTER, RICE, BIRD SEED, CONFETTI, FLOWER PETALS AND THE LIKE CANNOT BE THROWN OR USED AS TABLE TOP DECORATIONS. HELIUM BALLOONS ARE NOT PERMITTED.**

## Candles

Candles other than votives are not allowed.

## Responsibility

Lessee shall be responsible for the behavior of any and all event attendees. A responsible person or persons from Lessee's group shall be present at the event at all times. Lessee agrees that its representatives shall familiarize themselves with and abide by Park Division rules and regulations as well as specific Lessor facility rules.