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## Event Information

Event Date: \_\_\_\_\_ Rental Cost \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Refundable Cleanup Fee: \$ \_\_\_\_\_ \*

Any Additional Fees: \$ \_\_\_\_\_ (Grill/Heaters) **Grand Total:** \$ \_\_\_\_\_

## Estimated Event Times

Set Up \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_ Vacated \_\_\_\_\_

*Please note that these times are estimations to help ensure the event runs smoothly for both you and our staff.*

*You are not required to adhere to them exactly.*

*\*Refundable clean up fee is **not** included in the total costs or deposit. This is an additional fee.*

## Terms and Conditions

- Rental Period:** Rentals are available as a full-day booking. All weekend wedding and wedding related event rentals must take place between the hours of 5 AM and 11 PM. The agreed rental fee provides access to the venue for the entire duration of those hours. Renters may not arrive earlier or stay later than the designated rental window. Arriving early or staying later may result in forfeiture of your refundable clean up fee, prevention of any future rentals, and possible legal action for contract violation.
- Definition of Wedding Related Events:** Wedding-related events are defined as any event directly connected to, supporting, or occurring in preparation for a wedding ceremony or wedding reception. This includes bridal showers, engagement parties, bachelor/bachelorette parties, and rehearsal dinners. Any event not expressly listed but reasonably connected to a wedding may be classified as a wedding-related event at the discretion of the Operations Coordinator. Such classification determines applicable pricing, policies, and amenities.

## RENTER COPY – WEEKEND WEDDING RENTAL

3. **Photo Identification Requirement:** All renters are required to submit a valid photo ID at the time of contract signing. A copy will be made and kept on file until the conclusion of the event. After the event has taken place and the venue has been inspected, this copy of the ID will be permanently and securely discarded. This policy is in place for security purposes and to ensure accountability in the event of damage or contract violations.

*I initialed the venue's copy of the rental contract to agree to the collection of my photo ID.  
I understand that this copy will be destroyed after my event.*

4. **Included Amenities:** The following amenities are available to use at no additional cost and are part of the agreed rental fee. Please notify us ahead of time which amenities you wish to use so we can have them prepared for your event:

- Fire Pit
- Corn Hole Boards
- Tiki Torches
- Bluetooth Speakers
- Pavilion Lighting: Our pavilion lighting system features customizable LED lights that illuminate the ceiling of the pavilion in nearly any color on the spectrum. Renters may select up to two colors to be displayed during their event. Please inform us of your color choice(s): \_\_\_\_\_
- Giant Jenga
- Board Games
- Giant Checkers
- Crochet

5. **Additional Amenities for an Extra Fee:** The following amenities are available for an additional charge due to the costs associated with their use:

- Propane heater usage: \$50
- Grill usage: \$25

If you would like to use either of these additional amenities, please inform us in advance to ensure availability, with no later than 48-hour notice. Grill usage will require you to provide your own utensils.

**6. Special Complimentary Amenities:** Wedding and wedding-related event rentals include the following complimentary amenities, provided at no additional charge:

- **Wedding Emergency Kit:** Stocked with often forgotten items for use during your wedding or wedding related event. The Wedding Emergency Kit must be returned to its designated storage location during clean up. Availability and access instructions will be provided prior to the event. Additionally, we ask that the Operations Coordinator be informed of any and all items used during the event for restocking purposes.
- **Complimentary One-Hour Ceremony Rehearsal:** Wedding day rentals include a complimentary one (1) hour ceremony rehearsal, available by appointment and required to be scheduled at least two (2) weeks in advance, subject to venue availability.

The ceremony rehearsal is intended solely for practicing the wedding ceremony itself, including participant placement, procession order, and timing. It does not include venue use for rehearsal dinners, decorating, catering, or reception activities. Any rehearsal dinner or gathering extended venue use must be reserved separately under a standard rental agreement.

**7. Cleanup Requirements:** The renter is responsible for ensuring the venue is properly cleaned at the conclusion of the event. This includes:

- Emptying all trash cans, tying the trash bags, and taking them to the large dumpster outside the animal rescue next door.
- Wiping down tables and chairs to remove any spills or debris.
- Sweeping the pavilion area to clear any messes or dirt.
- Scrubbing any spills on the concrete, except for water.
- Removing any ribbons, string, rope, tape, etc. used for decorating.

Cleaning Supplies Provided:

- Paper towels and multipurpose cleaner (for tables)
- Vinegar (for concrete)
- Floor scrub brush (located behind the crate under the pavilion)
- Extra trash bags, if needed

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8. **Refundable Cleanup Fee:** A refundable \$50 cleanup fee, to be paid in cash, is required. If the venue is returned to its original state and cleaned properly, the fee will be refunded. We will contact you after the event to arrange the return of the fee, if a return is applicable. If the venue is not cleaned according to the outlined expectations, the fee will be withheld. Additionally, if there is evidence of any contract violations, such prohibited items or restrictions, the fee will be withheld. This is at the discretion of the Operations Coordinator. You may request photographic evidence be provided with details of why the refund was not issued.
9. **Prohibited Items and Restrictions:** The following items and actions are strictly prohibited at The Woods Park & Pavilion.
  - Being on premises **outside** the allotted time outlined in your rental agreement.
  - **Confetti** in any shape or form is not allowed, as it is difficult to clean and can damage the natural surroundings. This includes biodegradable.
  - The **crate and cooler under the pavilion** are not to be moved. These items are set in place for structural and functional reasons.
  - **Tables and chairs** may be moved to accommodate your event, but they must be returned to their original positions at the end of the event.
  - All items moved within the pavilion area must be **lifted, not dragged**, to prevent any damage to the concrete floor.
  - **No staples or nails** may be used for hanging decorations. Only tape or other easily removable methods are allowed to preserve the pavilion's condition. We recommend Command Strips or Duck brand reinforced packing tape.
  - **Chewing gum is prohibited** on the premises to maintain cleanliness and prevent damage to the facilities.
  - **Wildlife must not be disturbed.** This includes but is not limited to feeding, chasing, or handling any animals on the property. This applies to frogs in the rock waterfall garden, any stray cats that may wander onto the grounds, and all other wildlife.
10. **Alcohol Policy:** Alcohol is permitted at The Woods for private events, provided it is not sold. The sale of alcohol is strictly prohibited unless the renter obtains a **valid permit** and provides a copy to the Operations Coordinator prior to the event. The renter assumes **all** liability for the responsible distribution and consumption of alcohol during the event. Any incidents related to alcohol may result in immediate termination of the event without refund and may impact future rental eligibility.

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**11. Renter Responsibility for Guest Behavior:** The renter is fully responsible for the conduct, actions, and behavior of all guests, vendors, and any other individuals attending or participating in the event. Any damage, vandalism, excessive mess, rule violations, or disturbances caused by guests or vendors will be treated as the renter's responsibility and may result in forfeiture of the refundable cleanup fee, additional charges for repairs or cleanup, and/or legal action if warranted.

**12. Renter Obligation:** The renter's obligations under this contract do not end if the renter leaves the venue prior to the conclusion of the rental period **unless:**

- All guests have vacated the premises
- All personal items have been removed
- Cleanup responsibilities have been completed
- The renter has notified the Operations Coordinator that the venue has been vacated.

Until such notification is received, the renter remains fully responsible for the venue, guests, and event conditions, including any damage, violations, or disturbances caused by guests or vendors.

**13. Courtesy, Noise, and Neighbor Consideration:** The Woods Park & Pavilion is located in a shared community space with nearby residential properties. Renters and guests are expected to be courteous and respectful of neighbors at all times. After **9:00 PM**, renters must ensure that noise levels—including music, amplified sound, and guest behavior—are kept at a reasonable level to minimize disturbance to surrounding properties. Excessive or disruptive noise may result in early event termination, or forfeiture of the refundable cleanup fee.

**14. Parking and Property Boundaries:** Parking is permitted only in designated areas approved by The Woods Park & Pavilion. Guests may not park on neighboring private property, beyond established property boundaries or in any areas not expressly approved for event parking. In particular, parking is **not permitted beyond the southern driveway property line**, including on neighboring lawns or adjacent land.

The renter is responsible for ensuring that all guests comply with parking restrictions and property boundaries. Any damage, disturbance, or complaints resulting from improper parking—including damage to neighboring properties—will be the responsibility of the renter and may result in forfeiture of the refundable cleanup fee, repair charges, or additional action if necessary.

If there are any questions regarding approved parking areas or property boundaries, renters must consult the Operations Coordinator for clarification prior to or during the event.

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15. **Failure to Comply:** Failure to comply with the rules, restrictions, or outlined clean up duties may result in the forfeiture of the refundable cleanup fee. The return of the cleanup fee will be subject to the approval of the Operations Coordinator, based on the condition of the venue after the event. Photos may be provided if the refund is withheld. If there are any questions as to whether something specific is allowed or disallowed, please ask the Operations Coordinator for clarification and/or written approval.
16. **Cancellation Policy:** In the event of a cancellation, the security deposit will be forfeited. Any additional payment made, including the refundable clean up fee or remainder rental fee, will be returned as long as the cancellation is more than one week prior to the event. If the cancellation is less than one week before the event, all payment will be forfeited. However, if the cancellation is due to weather, the rental fee and/or deposit may be refunded, subject to approval by the venue owners. Rescheduling may also be an option, subject to approval by the Operations Coordinator and availability.
17. **Liability:** The renter assumes full responsibility for any damages caused to the venue or its property during the event. Any repair or replacement costs will be the sole responsibility of the renter. Extensive damages will result in legal action.
18. **Our Thanks:** Thank you for choosing The Woods Park & Pavilion for your event. Your rental directly supports Homeless to Home Animal Rescue & Cat Sanctuary, helping provide care, food, and shelter for animals in need. We greatly appreciate your contribution to our cause.

*I signed the venue's copy of the rental contract, agreeing to the terms and conditions outlined.*

**If you have any questions regarding the contract at any time, please contact our Operations Coordinator. Any adjustments or allowances must be in writing.**