

# TOWN OF WOODLAND & WOODLAND AREA CIVIC CLUB

## PAVILION RENTAL POLICY

1. An event date and time shall be secured through the Woodland Town Hall.
2. The Person using the Pavilion must be 21 years of age or older.
3. **NO PARKING** in the Fire Department parking lot. Violators will be towed at their own expense. No driving or parking on grass or concrete.
4. Table rental fees are due prior to the event date. Checks should be made payable to WACC.
5. Alcohol and tobacco products are prohibited on the pavilion property. No pets allowed unless they are a service animal.
6. The concession stand is not accessible for personal events.
7. Thumb tacks, nails, or similar fasteners are prohibited for use on the pavilion structure.
8. The removal/collection of all trash generated from the event is the responsibility of the person who signed this agreement.
9. Adult/Parental supervision is required for all functions.
10. Requests to use the pavilion will not be granted to groups or individuals that have exhibited unacceptable conduct during previous use of the pavilion.
11. The Town of Woodland or Woodland Area Civic Club are not responsible for lost or stolen property.
12. Grilling is allowed ONLY in the designated grilling area.
13. The person signing this agreement is responsible for all guests, caterers, vendors and service providers associated with the event and shall abide by the policies and rules listed in this agreement. Any damage to the site or building shall be the responsibility of the person signing this agreement and immediate payment will be required to cover any damage or repairs.
14. The person signing this agreement will be responsible for set-up and clean-up of the pavilion and will include the restrooms.
15. If the Fireplace is used the following guidelines apply:
  - a) **NO garbage or paper should be burned in the fireplace.**
  - b) **Firewood will not be furnished**
  - c) **You must allow enough time for the fire to be extinguished before exiting the premises.**
16. If the pavilion is in use for school functions during school hours, a certified school employee must accompany and supervise the group

I, \_\_\_\_\_ (Print Name), fully agree to the terms and conditions of renting the Woodland Area Civic Club Pavilion listed above and will be held accountable for making sure my party also follows these rules during the event.

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