

Please give the following to your caterer and/or bartender

RULES AND REGULATIONS FOR DRUMMOND CENTER

1. Setting Up/Decorations – Please contact the park staff to see when you will be allowed to come in and set up or decorate for the event. Glitter, nails, tacks, tape, or any other objects that may result in damage to the property are not permitted.
2. Kitchen – Cooking is not allowed in the kitchen. The stove and microwave should be used for heating purposes only. Please do not remove anything from the refrigerator or freezer that is not yours. If you need additional room please notify park staff and they will remove what is necessary. The kitchen counters and appliances must be cleaned and the trash must be removed after the event.
3. Trash – The park can provide trash cans for the event, but you must provide your own leak proof trash bags. YOU are responsible for the removal of trash from our facility.
4. Cleaning – You are responsible for cleaning the facility after the event. One hour is given for clean up and the end of the event. Please make sure you have enough help to clean the conference center and kitchen within that time.
5. Alcohol – You may not have wash tubs or coolers full of beer, liquor, etc. Kegs are allowed only if they are contained in a professional keg dispensing machine and operated by a server. **NO FREE POURS OR OPEN BARS ARE ALLOWED.** Please do not let people drink and drive.
6. Exhibit Area – Food and drinks are not allowed in the exhibit area. ****NO EXCEPTIONS****
7. Smoking – Smoking is not allowed in the facility. There are smoking receptacles located outside for guests that wish to smoke.
8. Parking – Please use the designated paved parking lots on the right and left side of the facility. Please do not park in the parking area in front of the facility or in the driveway in front of the facility. These parking spaces are used by other park guests and the disabled. Do not park on the grass, sidewalk, or brick wall area.
9. Bubbles/Bird Seed – Bubbles, bird seed, and flower petals are allowed for use outside of the facility. The lessee is responsible for the cleanup of these items.
10. Park Property – If any items belonging to the park are damaged or missing, the lessee will have to pay for the repair or replacement of these items.

**PLEASE FAX A COPY OF YOUR INSURANCE OF LIABILITY
FORM TO: 864-543-7670**