

# **RULES AND REGULATIONS FOR DRUMMOND CENTER**

*(Please read, sign, & return to the park office)*

1. Capacity – The maximum capacity of the facility is 272 people. Seating is available for 169 people.
2. Reservations – Reservations can be made 11 months to the day in advance.
3. Cancellations – If you cancel or change your reservation 15 days or more prior to your scheduled date, there is no fee charged. If you cancel or change your reservation between 4 to 14 days prior to your scheduled date, there is a \$10.00 fee charged. If you cancel your reservation within 3 days or less prior to your scheduled date, the fee is your entire deposit.
4. Public Facility – Please be aware that the park is still open to other visitors. Do not impede the enjoyment of these visitors.
5. Set Up – Your room layout sheet must be on file no later than 15 days prior to your event. It is recommended that someone from your event visit the facility a few days prior to the event to look at the set up and make any changes. If not, no set up changes will be made before the event. **\*\*NO EXCEPTIONS\*\***
6. Tables and Chairs – Tables and chairs may not be moved for any reason during the event. If scratches or dents are caused by moving the tables and chairs, the lessee will be liable for repair costs.
7. Decorations – Please check with park staff to see when you may come in and decorate for your event. Glitter, nails, tacks, tape, or any other type of object that may result in damage to the property is not permitted.
8. Music – Music is allowed inside the facility. Park staff must approve all music set ups outside prior to the event. All music outside must end by 10:00 pm.
9. Alcohol – The lessee is responsible for the serving and consumption of all alcoholic beverages. If you do not have a caterer that serves alcohol or a bartender, you must designate people from your event to be assigned as servers. 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.
10. 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.
11. Smoking – Smoking is not allowed inside the facility. There are smoking receptacles located outside for guests that wish to smoke.
12. Exhibit Area – Food and drinks are not allowed in the exhibit area. **\*\*NO EXCEPTIONS\*\***

13. Restrooms – Wedding parties may not use the restrooms for dressing. You may use the classroom for dressing if approved by park staff in advance. If not, the wedding party must be dressed before they arrive.
14. Dancing – Dancing is allowed, but no hard soled shoes are allowed on the floor while dancing. Please ask your guests to remove these types of shoes. Hard soled shoes cause scratches and dents to the floor. You will be liable for any damage done to the floors.
15. 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.
16. Fireplace – If you wish to use the fireplace for your event, please notify the park staff so they can light it.
17. 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 the 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 your event.
18. Cleaning – The lessee is responsible for cleaning the facility or having your caterer clean the facility after the event. One hour is given for clean up after the end of your event. Please make sure you have enough help to have the conference center and kitchen cleaned within that time.
19. Trash – Removal of all trash is the lessee's responsibility. Park staff can provide trash cans for your event, but you or your caterer must provide leak proof trash bags (32 gallon or larger).
20. 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.

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Signature

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Date

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Print Name