

GREEN RIVER EXPEDITION ISLAND RENTAL AGREEMENT

NAME: _____ ORGANIZATION: _____

MAILING ADDRESS: _____

EMAIL: _____ # ATTENDING _____



DATE REQUESTED: _____ Full-day: 7 AM-1 AM or Half-day: 7 AM-3 PM or 4 PM-1 AM

- A Pavilion custodian will contact the Renter approximately one week prior to the actual rental date to arrange a time to meet with the Renter at the Pavilion to review the Pavilion Rental & Key checklist form. The rental checklist outlines the Renter's responsibilities as well as information needed by the Renter regarding supplies, light, locks, cooling & heating equipment, tables/chairs, and kitchen amenities.
- The Renter will be given a Pavilion key when the deposit and rental fee have been received by the Parks and Recreation Dept.
- If Renter needs Pavilion access in order to decorate the day or night before their event, the rental date (s) must include that day.
 - **Music and Alcohol service must cease by 12:00 midnight.** The building must be cleaned, and the renter's group must be out of the facility no later than 1 AM.
- It is the Renter's responsibility (not the City's) to arrange Pavilion access for caterers, florist, bands, etc.

— **Alcohol/Liquor Rules**

- Consumption of Alcohol is allowed at the Pavilion only by those who are at least 21 years of age.
 - **The selling of liquor at the Pavilion is allowed only by a caterer or bar possessing a valid liquor license.** If there is no liquor license, liquor cannot be sold.
 - If Renter wants to sell beer or other types of malt beverages, Renter must obtain a **Malt Beverage Permit** through the City of Green River's Finance Dept. by calling 872-6145.
 - **Renters using a Beer distributor:** If the beer distributor uses the keg cooler at the Pavilion, they must clean the keg cooling tubing when they pick up their kegs - otherwise, a fee will be deducted from the Renter's deposit.
 - **Renters not using a Beer Distributor:** Renters providing kegged beer during their rental are not allowed to use the keg cooler. Renters do not have the proper tubing cleaning equipment and chemicals.
- **The Deposit refund procedure** begins after the Pavilion key has been returned to the Parks and Recreation Dept.
- Deposits are refunded by mail and made payable to the person who paid the deposit.
 - Deposit refunds take two (2) to five (5) weeks to process because all refunds must be approved by City Council during their regularly scheduled meetings.
 - Renters Deposit may be withheld in its entirety and renter may be banned for up to one (1) year from renting the pavilion for failure to comply with the terms outlined in the Pavilion Rental Agreement or the Pavilion Rental & Key Checklist.

— **Cancellation and Refund Policy**

- Cancellation 30+ calendar days before the rental date = 100% refund
 - Cancellation 21-29 calendar days before the rental date = 50% refund
 - Cancellation 20 calendar days or less prior to the rental date = no refund
- The Renter must be at least 21 years of age and is responsible for all damages and/or theft during their rental.
- **SMOKING/VAPING IS PROHIBITED AT THE PAVILION.** Renters must inform their guests that smoking is not allowed in the Pavilion per City Ordinance.
- If the Police Dept is called to the Pavilion because of disruptive behavior during the rental, Renter may be billed for the call-out.

I have read and understand the above information provided to me regarding my rental of the Expedition Island Pavilion. I agree to abide by these rules and regulations.

RENTER SIGNATURE _____ **DATE** _____

Payment Received: _____ by _____ on _____ Rules Reviewed with Renter: by _____ Copy to Renter: _____ Original to GRRC
(amount) (initials) (date) (initials) (initials)