Reservation Receipt and Contract Fellows Riverside Gardens

PERMIT HOLDER: **PAYMENT:**

FACILITY/FACILITIES & DATE: **REFUND PAYMENT:**

PLEASE READ THE FOLLOWING CARFULLY AND SIGN IN THE SPACE INDICTED BELOW

Please read all the rules and regulations for your specific event venue listed below.

Reservations for special events are accepted up to 10 days before on a first come, first serve basis. Full payment is due at time of booking.

Rental time and pricing: Rental time frame includes vendor set-up and clean up. Plan start time of event around required set up. The rental price includes exclusive use of the rented space. All catered events will end no later than 10pm. Departure time past 11pm will result in additional charges of $200 per hour (1 hour minimum).

Decorations: No nails, tacks, tape, or other adhesives are allowed. Attachment of anything to the wall's, ceiling flooring is prohibited. Any property left behind will be removed from the facility after 3 days. All candles must be contained within glass or a non-combustible holder. All vendor deliveries must be coordinated with Visitor Services Manager.

Outdoor ceremonies: aisle clothes, chairs and decorations are all prohibited on **lawn** areas. Bird seed, confetti, rose petals or similar items are prohibited to be thrown. At no time can anything be attached to our outdoor garden structures, free standing decorations to high light the space are allowed.

Catering Service & Alcohol: All rentals must use the exclusive garden caterer ONLY. Bartenders and/or anyone serving alcohol must be hired through the garden's caterer. Alcohol is prohibited in the parking lot and outside gardens.

Parking: Rental does not grant exclusive access to the use of Fellows Riverside Gardens parking lot (capacity is 187).

The Permit Holder is agreeing to and is responsible for:

- **Using the facility ONLY during the rental time frame. All items must be delivered and removed during the time stated on permit.**
- **The permit holder will be held financially responsible for any damage to the facility that occurs during rental time frame that exceeds the amount of the deposit.**
- **The permit holder must adhere to maximum capacity.** no more than the maximum capacity will be allowed.
- **Reservations must be made by an adult at least 21 years of age and party must be adequately chaperoned during the entire event. There must be at least two (2) adult chaperones for every 25 children or teenagers in attendance.**
- **The Permit Holder shall oversee and monitor the behavior of all guests must ensure compliance with the Rules and Regulations of the Park District; examples of unacceptable behavior; rowdiness/unruly behavior, loud and excessive noise.**
    - Ticket sales or admission fees, sale of food, beverage prohibited
    - Soliciting donations or collection of money for any purpose
    - Smoking is prohibited inside all MetroParks facilities and outside terraces
- **Decorations section listed above**
- **Prohibited items** smoke producing products, fireworks, sparklers, throwing of bird seed or confetti.
- **A Tent of any kind is not permitted.**

- **SECURITY DEPOSIT - A refundable security deposit of $100.00 is due at time of reservation is made.** Please note that deposits are refundable provided that the Permit Holder (the individual or organization reserving the facility) leaves the facility in the same condition it was found and ensures all Reservation Rules and Regulations of the Park are followed. The permit holder agrees to be fully responsible for all damages, expenses, losses, including theft and loss caused by any person who attends, or provides goods and service connected with the use of the facility and surrounding areas and for time spent on excessive cleaning of the facility. (Beyond 2 hours) No partial deposit will be refunded. If your reservation is made via credit card, within 180 days of your event you will receive your refund back to the credit card used. If your reservation is made via cash/check or over 180 days in advance you will receive your refund via check. Checks will be issued in the name of the permit holder, mailed to the address on the contract within 7-14 days. We cannot hold cash or checks for the deposit.

It is understood that the Permit Holder and Guests using the above-mentioned Facility will comply with all applicable State and Local laws and all the Reservation Rules and Regulations of the Park District. The Park District reserves the right to deny use of its Facilities to any groups/organizations or individuals who fail to comply with the Rules and Regulations of the Park District. Please be aware that any violation of the Rules and Regulations of Mill Creek MetroParks may result in immediate revocation of the Reservation and eviction of all guests.

The Group/Organization/Individual (the "Permit Holder") reserving the above-mentioned Facility must sign this Receipt; thereby, agreeing to comply with all the Rules and Regulations as delineated within this Receipt. **Park Staff will notify Admin Office following your event to either issue or keep your security deposit.**

Transfers and cancellations (Permit Number required for transfer or cancellation)

Reservations may be transferred, up to 14 days prior to the date of the reservation. An original reservation may be transferred a maximum of two times, after that, it will be treated as cancellation. Refunds will be processed within 5 working days after cancellation is received and given back according to the cancellations schedule below.

CANCELLATION POLICY:
Prior to 60 days before reserved date 85% refund
30-60 days before reserved date 50% refund
Less than 30 days before reserved date no refund

Mill Creek MetroParks is not responsible for reservation delays or cancellations due to disruptions of utility services, severe/inclement weather conditions, or other acts of nature; resulting in conditions where the Facility is not usable for a portion of or the entire reservation time frame, or when the Permit Holder decides to cancel the reservation due to the unforeseeable conditions.

I, the undersigned, have read and understand the above rules and regulations and those enclosed here with, and agree to comply with same. For and in consideration of permission given to use the above described Facility of the Park District, I, the undersigned, acquit, discharge and covenant to hold harmless and agree to indemnify Mill Creek MetroParks, its Board of Park Commissioners, employees, agents, and volunteers of and from any and all action, claims, demands for damages, costs, loss of service, judgements, expenses and including, but not limited to attorney fees, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to groups/organization members or individuals as a result of the aforementioned Event at the above described Facility.

Signature: Mill Creek MetroParks / Date

Signature: Permit Holder / Date

Rentals Facilities Rules and Regulations
Rossi Auditorium, Garden Café, Radius room
Fellows Riverside Gardens

Reservations for café, Rossi Auditorium and Radius room are accepted up to 10 days before on a first come, first serve basis. Full payment is due at time of booking. Café tables and chairs are **NOT** removable but can be set to one of the below provided options and will be set for you prior to the event. All Rossi Auditorium and Radius room set ups will be coordinated with the Visitor Services Manager and be set for you prior to your rental time. Evening Rossi Auditorium rentals from 10am-11pm can begin catering at 430pm. Day time events 9am-5pm catering begin no later than 2pm.

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