



## Pavilion Rules & Frequently Asked Questions

### I. Reservations/Fees/Deposits/Cancellations

- a. Pavilions are available for rent seven days per week from dawn to dusk, with the exception of maintenance and special events.
- b. All reservations are made on a first come, first serve basis starting on the first working day of the year in which the pavilion is rented. All reservations must be made at least 48 hours prior to scheduled date. No oral agreements for use of the pavilion shall be valid. All reservations must be confirmed with the completion of the agreement and payment of all appropriate fees.
- c. Warrenton residents **MUST** show proof of their residency at the time of reservation to receive the resident discounted rate.
- d. The city reserves the right to postpone, cancel or delay any rental of the pavilion.
- e. Lessee agrees to pay the full rental fee at the time of reservation, which Lessee agrees constitutes a non-refundable fee to reserve the use of the pavilion on the specified date(s) and time(s).
- f. Lessee agrees to pay a damage/security deposit, which will be required for the rental, and shall be paid at the time of the rental.
- g. Refunds of fees and deposits require advance notice of cancellations at least 2 working days prior to rental date. All cancellations with request for refund are subject to a \$10 processing fee. Cancellation notice of less than 2 working days of scheduled rental will result in forfeiture of all deposits and fees. Refunds may be granted for inclement weather related situations, considered on a case by case basis.
- h. Any unused portion of the damage/security deposit may be refunded to the Lessee after the rental. However, the damage/security deposit may be held at the discretion of the city for any period of time necessary to determine the full extent of damages and/or violation of terms and conditions. If the Lessee violates any of the terms or conditions of the agreement, the city shall have the right to immediately terminate rental without notice or refund.

### II. General Information/Rules

- a. All park rules and regulations apply during rentals.
- b. Pavilion occupancy limits must be adhered to.
- c. Rental of the pavilion does not include exclusive use of the restrooms, playgrounds, and/or park grounds nor does it give the Lessee or guest special privileges in any other part of the park.
- d. The use of amusement rides, inflatables, games, booths, tents, portable barbeque pits, bands, DJ's, and erection of tents, etc. are prohibited unless specifically approved in writing by the City of Warrenton. Use of such equipment may require special permits.
- e. The pavilion may not be used for the operation of camps, day care, classes, or any other business activity, unless specifically approved in writing by the City of Warrenton.
- f. No open parties or events are allowed. No admission or other fees may be collected on premises.
- g. If bringing in outside (catered) food and beverages, the Lessee must make proper arrangements to have them delivered, unloaded, loaded and removed from the site during the said rental period. All items **MUST** be removed from the premises prior to the end of the rental time.
- h. Food and drink are allowed, however, no glass bottles or containers are allowed in parks.
- i. Lessee is held responsible for all clean up/take down and all damages to the pavilion and/or park during the scheduled rental, resulting from their usage.
- j. At no time shall furniture or fixtures be removed from under the pavilion.
- k. No decorations or materials shall be nailed, tacked, or screwed to any part of the pavilion. The Lessee is responsible for taking down all decorations and removing all tape.
- l. Confetti type materials are strictly prohibited at pavilions and in parks.
- m. Fireworks or other explosive devices are strictly prohibited at pavilions and in parks.

- n. Alcoholic beverage permits may be granted for pavilions and in parks; alcohol is not allowed at pavilions or in city parks without the permit.

### **III. Other Information**

- a. Pavilions that are not reserved are available on a first come/first serve basis. Should you set up under a pavilion without a reservation and someone arrives later with a permit you must immediately vacate the pavilion.
- b. Electric is available for an additional fee at Binkley Woods Park, Dyer Park, Downtown Pavilion and at Khoury Park.
- c. No overnight camping is allowed at parks. Reservations are only available from dawn to dusk.
- d. Dogs are permitted at city parks but should be on a leash at all times. Only service dogs are permitted at the Athletic Complex. Guests are expected to remove pet waste.
- e. If you purchase electricity with your rental, you may use crock pots and warmers for food; however, plugging in too many cords may cause the fuse to blow. Park staff may not be available to reset the fuses.