PAVILION INFORMATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-up cost</td>
<td>$200.00</td>
</tr>
<tr>
<td>Clean-up cost</td>
<td>$350.00</td>
</tr>
<tr>
<td>Each add’l hour</td>
<td>$87.50</td>
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</tbody>
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IF WE CLEAN-UP IT INCLUDES:
Mopping all floors, (bathroom, pavilion, kitchen)
Putting away tables & chairs
Wipping down kitchen & bathroom (including toilets)
My maintenance men will show up at 11pm to start clean-up
Please have tables cleared by 11:30.

RENTER IS RESPONSIBLE FOR:
* Parking Lot Clean-up
  Picking up and throwing away all trash into outside dumpster
  Picking up any large objects off of the floor that cannot be
  Mopped up & dry mopping so that floor is ready to be wet mopped
Renter is responsible for cleaning the stoves, ovens & griddle.

ADDITIONAL INFORMATION

* Make sure thermostat is set at the tempature you want.
* Do not touch any of Arc’s property that is stored in the breeze way or you will be charged—You have access from the parking lot to the kitchen the rest of the breeze way is off limits.
* If the renter does their own clean up it needs to be as clean as when they arrived.
* Preheat oven for 1 hour before use
* Do not adjust oven tempature—you cannot put temp @ 500
* Maximum capacity is 160 people—do not exceed this number
* Understand clean-up details—ask maint. during walk through
* Our staff may not allow early guests or renters in building. They must wait for the person in charge that has the key.
* Second person on contract
* Stages may not be moved at all!! or you will be charged!!!!
* No hot plates on the floor
* The key opens the door closest to the street, gate & kitchen
* Pay attention to walk through instructions—don’t turn power off at breakers!!
*** Do not drag the tables or chair across the floor!!!! Pick them up!!!!!!
* Children must be supervised at all times. No children allowed in our playground or to play in the parking lot.
* Remember you are responsible for your guests
* Do not put any food down sink drains.
* Do not blow out pilot light on stove. Re-light if they go out
  *** Gum and Vomit clean-up charge $100.00 ***

** The doors must be closed at all times while music is playing**
(If there are any complaints about noise while doors are open your party can be shut down by The Arc at anytime.)

** Absolutely no partying outside** All guest must leave premises when party is over at 11pm.
*** The ending hours for the pavilion are firm***

If any problems occur during your event please contact: Jennifer White @ 530-624-8091