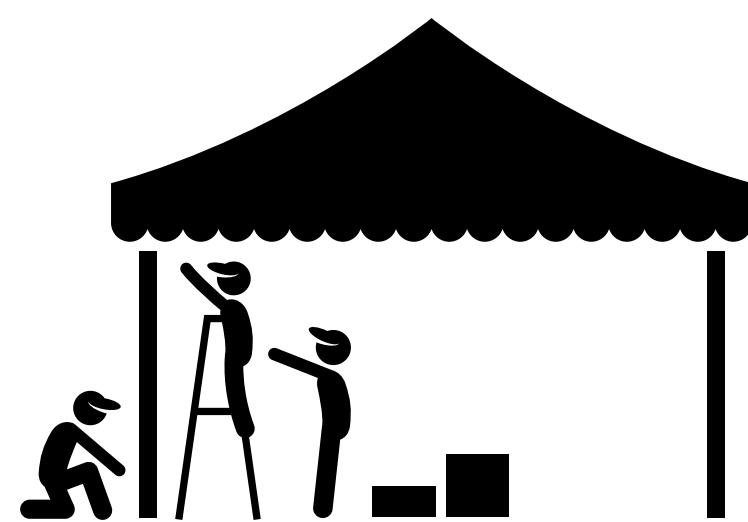


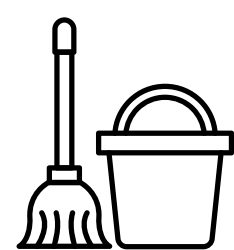
Pavilion Information

Extra costs:

Set Up	\$250
Clean Up*	\$400
Each Additional Hour	\$100



*Clean up cost includes:



Mopping all floors (bathroom, pavilion, kitchen)



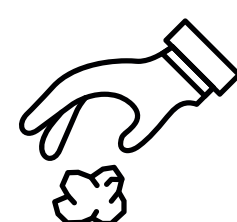
Putting away tables and chairs



Wiping down the kitchen and bathroom (including toilets)

Maintenance staff will arrive 30 minutes after your event has ended to start clean-up. Please have tables cleared by then.

Renter Responsibilities:



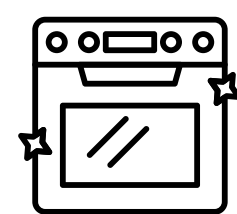
Clean up the parking lot (any trash, cups, bottles, cigarette butts)



Pick up and dispose of all trash in the outside dumpster



Pick up any large objects off the floor that cannot be mopped up and dry mop so the floor is ready to be wet mopped



Clean the stoves, ovens, and griddle



Wash, dry, and put away any dishes used

Pre-Event Preparation:

- Set the thermostat to the desired temperature.
- Follow the walk-through instructions carefully, and **do not** switch off the power at the breakers.
- If needed, seek clarification on cleanup instructions from maintenance during the walk-through.

Waste Management:

- **Refrain from disposing of any food in the sink drains.**
- Do not overfill the outside dumpster.
- Take any boxes you bring with you; do not dispose of them in our dumpster.

Event Conduct:

- **No confetti is permitted.**
- Do not put hot plates on the floor.
- Refrain from dragging tables or chairs across the floor; lift them instead.
- Avoid touching any property belonging to The Arc stored in the breezeway; access is only granted from the parking lot to the kitchen.
- The **maximum capacity is 160 people** – please do not exceed this limit.
- Keep the doors closed whenever music is playing; failure to do so may lead to your event being shut down by The Arc in case of noise complaints.
- No socializing outside; all guests must depart by 11 PM when the party concludes.
- **Children must be supervised at all times and not allowed to play in the parking lot.**
- You are accountable for your guests.

Clean Up:

- **If you opt for self-cleanup, leave the area as clean as you found it.**
- Cleaning up gum and vomit incurs a charge of **\$100.00.**

Access & Security:

- Early guests or renters will not be permitted entry by staff; they must await the designated individual with the key.
- The key unlocks the door nearest to the street, gate, and kitchen.
- A second person must be listed on the contract.
- The closing hours for the pavilion are firm.