

Augusta Recreation, Parks and Facilities

HOUSE RULES for RENTALS

All agreements are between the renter and Augusta Recreation, Parks and Facilities. Any failure by a renter to comply with all of our guidelines may result in the loss of all or a portion of the deposit and THE RENTING PARTY IS SUBJECT TO AN IMMEDIATE SHUT DOWN OF THE EVENT. We strongly suggest that you, the renter, make yourself and anyone else helping you very familiar with all the rules. ARPF reserves the right to disapprove any florist/caterer/etc. who has previously violated the rules or conducted himself/herself improperly.

1. The renter is hereby deemed responsible for any damage or breakage to any portion of the rental facility and agrees to replace/repair in full any damage done to the facility while under rental. (Reasonable wear excepted.)
2. Augusta Recreation, Parks and Facilities cannot assume any responsibility for items left by the caterer, florists, guests, or renter. Renter is responsible for removing ALL articles brought in for event immediately after the event.
3. The renter will be held responsible for all actions of the caterer, florist and any other vendors he/she contracted. These vendors must be informed by the renter of all rules and regulations of the rental facility that are relative to their work; the vendors must also provide their own manpower to unload, set up and reload their goods.
4. Each facility/room has a fire rating capacity and the lessee must adhere to this number. The capacities are posted in each facility, check with superintendent. The room capacity may vary depending on the type of set up required.
5. All rental facilities are smoke-free buildings. No smoking will be allowed in the buildings—smoking is permitted outdoors only. For your convenience containers for disposal are located outside. Please ask guests to utilize these rather than littering.
6. Any lude or offensive behavior by a guest could result in your event being stopped. No EXOTIC (male or female) dancers are allowed.
7. All parking is first-come, first-served. No parking spots will be reserved.
8. No firearms allowed in Augusta Recreation, Parks and Facilities buildings.
9. Extremely loud music is not permitted. Instruments using electric amplifiers must keep amplification down. Performers may not use profanity or encourage unruly behavior. You should advise your band/dj of these rules.
10. The renter must be out of the building within the time frame on the contract. Last hour of scheduled time is always the breakdown and/or clean up time; although **all events must end by 12:00 a.m.** (lights on, music off, bar closed) renter may clean from 12 am until 1 am. (You must allow enough time to clean before 1:00 am.) Reminder: you must continue to pay the superintendent's hourly rate for your cleaning time.
11. No substances containing red dye may be used, as it stains carpets permanently. (Punch, sauces, icing)
12. Bottled beer/beverages and kegs must be served by a bartender, these cannot be self-serve. Only cans may be self-serve.
13. No furniture or equipment (including flower arrangements, lamps, chairs, etc.) owned by the rental facility may be used or moved without permission of the superintendent. At the Old Government House: **DO NOT MOVE ANY OF THE ANTIQUE FURNITURE!**
14. Do not drag tables or chairs across the floor surface. To prevent scratching or damage to floors or carpets, tables and chairs must be lifted when moving.
15. NO tape, tacks, nails, glue, etc. may be used on **ANY** surface — walls, columns, doors, floor, bar, windows or tables. This includes table skirting with self-adhesive.
16. Candles, including votive candles or tea lights, must be enclosed in glass globes when used in rental facilities. (*Flames must burn below the rim of the enclosure.*) Only smoke-less, drip-less chase candles can be used in candelabra stands. Unity candles may only be lit during ceremonies and must be extinguished immediately after ceremony. **NO candles or floral arrangements may be placed on the baby grand piano at the Old Government House.**
17. **Rice, birdseed, glitter, confetti, live rose petals, bubbles etc. may NOT be used INSIDE the building. Any item that is "sprinkled" on tables must get prior approval before use. Liquid string, shredded paper, bird-friendly rice or confetti may not be used OUTSIDE either.**
18. Helium balloons are allowed inside the rental facility provided they are **tied down and not released** inside the building. All balloons must be removed after the event.
19. Helium or gas tanks of any kind must be removed from the public areas before the event starts. These tanks are a potential danger if knocked over.