



## **Bass Lake Park Facility Rental Policies & Procedures**

### **Bass Lake Rental Policies**

1. Access to the facility is not available prior to the start of rental by either the rental party or contracted services (caterers, equipment, florists, DJ, etc.).
2. Rental time must include ample time for decorating and clean up. Please be respectful of our staff's time and the renter's that may be scheduled after you.
3. Deposits are processed on the first business day of the following month provided the facilities are left in "as-rented" conditions with floors swept, trash and recycling placed in provided containers, and tables and chairs clean.
4. If fees assigned exceed the damage deposit, you will be invoiced and held accountable for the cost.
5. Set-up, moving and breakdown of tables and chairs must be completed by Bass Lake staff only.
6. Rentals and any and all amendments must be made a minimum of two (2) weeks in advance, with the exception of alcohol which must be added at least one (1) month in advance. Amendment requests received less than two (2) weeks prior to the rental start date will not be honored.
7. AV equipment can be tested prior to event date with all electronics and attachments to be used to ensure compatibility. If this is not completed, we cannot assure proper functionality. AV tests are done by appointment only.
8. The maximum occupancy of the Conference Room is eighty (80) people. The deck may be rented in conjunction with the Conference Room, for an additional hourly fee, for a "mingle style" event allowing a capacity of up to one hundred and fifty (150) people. If the number of occupants exceeds eighty (80), the deck must also be rented.
9. In the event the deck is rented, the public still has access to the park office, concession stand and restrooms, but they may not access the rocking chairs.
10. Facility tables and chairs are for indoor use only. Additional tables & chairs may be brought in from an outside source to bring seating capacity up to one hundred and fifty (150) utilizing the deck. The additional tables and chairs may not be used to increase the capacity of the Conference Room.
11. Renters will inform Bass Lake Park staff of materials rented that are being brought in by third party vendors if applicable. This includes what items are being rented as well as pick up and drop off time for the vendor(s). Renters understand that Bass Lake Park is not responsible for any third party rental items that are left before or after the agreed rental time and could incur a penalty fee.
12. Extension cords are not allowed across the deck. If outside power is required, it must be used at the outlet.
13. No use of tape on the floors of the Conference Room or the deck.
14. All music must cease at 11pm.
15. Caterers may not leave food or serving accessories in the Conference Room or kitchen overnight (excludes Wedding Package). There is no storage for these items. Chairs, tables or other equipment rented from an outside source must be removed by the end of the rental.
16. No decorations, signs, etc. may be affixed to doors, walls or windows with tape, nails, tacks, command strips, etc. You can use fishing line, floral wire, zip ties, etc. All decorations must be removed prior to the rental ending.
17. In the event the deck is rented in addition to the Conference Room, no form of cooking, sterno, warmers or candles are allowed on the deck. Table decorations with candles are permitted inside the Conference Room. If you wish to have candlelight on the deck, please use battery operated flameless candles.
18. Bass Lake Park is a smoke free facility.
19. Canopies or tents are not allowed in the park.
20. The kitchen is not a preparation and cooking kitchen. Minimum refrigeration is available.

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21. Table linens, decorations, serving implements, dished, glassware, serving pieces, coolers, silverware, etc. are not provided. Renter must provide their own supplies and accessories or be contracted with a service provider. All contracted services must remove all equipment and supplies by the end of the rental.
22. A coffee maker is available for use. Coffee, creamer, mugs and sugar are not provided.
23. Pig cookers and grills are allowed in the parking lot provided they have drip pans underneath them and are supervised at all times while it is hot. Must be approved by Park Manager prior to rental start date.
24. Tables, chairs, equipment, etc. is not available for loan or rent off-site.
25. Silk flower petals, confetti, glitter, rice and fireworks may not be used in the park.
26. Bass Lake Park facilities may be used for the purpose of hosting local fundraising activities such as silent auctions, running races, donations, raffles, etc. provided the event is consistent with the other Town of Holly Springs policies and regulations. Fundraising for the benefit of political activities is prohibited per Town Policy P-048, political fundraising (such as pay for attendance or financial solicitation through the event) is not permitted at town facilities.
27. An after-hours staffing fee, as well as an hourly room/deck rental fee will be charged for any rentals outside of normal operating hours.
28. Renters may have one (1) food truck present for their rental. The food truck operator and/or owner must provide the renter, as well as park staff, with a copy of their MFU and/or their most recent sanitation rating. The truck must be self-contained, meaning it does not need water or an electrical hook-up. A generator may be used as long as it is a whisperlite generator. The renter must also ensure that their guests are the only ones receiving food. No sales can be made on park property.
29. Specialty vendors may be approved by the Park Manager on a case-by-case basis.
30. Park staff is not responsible for the set-up or take down of equipment brought in from an outside source.
31. The business package does not include the deck. If the deck is to be used for team building activities, food service or any other activity that would require items to be placed outside, then the deck must be rented at the standard rental rates.
32. Potted plants may be moved but the hanging ferns must remain in place.
33. Decorations may not be strung across the ceiling in the Conference Room or across the open area of the deck.
34. No release of items or animals are allowed. Balloons are allowed, but must be tethered at all times.
35. Picnic tables may not be moved or reserved.
36. There are no changing facilities on site.
37. No helium, liquid nitrogen or compressed gas tanks allowed.
38. Any portables heaters must have a tip switch and be approved by Park Manager prior to rental.
39. Items/decorations may not be set up in any other areas of the park unless approved by Park Manager prior to rental. This includes decorations on the entrance ramp.
40. Bounce houses, moon bounces and inflatable devices are not allowed.
41. Generators are not allowed, unless being used in conjunction with a food truck and only whisperlite generators are allowed.
42. Pictures may be taken on site as long as they are family appropriate and park patrons are not affected.
43. Holly Springs Parks & Recreation reserves the right to photograph and/or video record programs participants, staff, and volunteers during programs and events for publicity purposes.

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