

# The Watershed Rental Policy and Agreement

thewatershedpavilion.com  
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## Base Policy Outline

The rental of The Watershed Pavilion and property may be allowed under conditions set forth in this document for such occasions as: weddings, rehearsal dinners, private parties, luncheons, business meetings, corporate retreats, bridal parties and Shower's. The rental fee will include the use of tables and chairs.

## FEE STRUCTURE

Event Rental	\$1000.00	\$350.00 Deposit
Security / Damage Fee (Will be returned after inspection of property) (Credit Card to be placed on file)		\$400.00

## DROP OFF EQUIPMENT

In some cases tents and other items may be delivered up to (24) hours prior to the event. No extra charges shall apply. (Renter is responsible for items dropped off from other vendors)

## KITCHEN

All vendors including the catering company are required to be approved (30) days prior to the event. It is their responsibility along with the renter to insure the facility is operated in the manner set forth in the rental agreement. The Watershed Pavilion has a full kitchen and should be cleaned and ready for the next event. All items are to be put back where they were found – no exceptions.

1. Renter is responsible for cater to leave kitchen and equipment clean. Prior permission for use of equipment must be given.
2. No heavy foods or debris of any sort are to be put in sink drains. Any clogged drains or pipe damage will be deducted from security deposit.
3. Any and all soiled dish towels are to be placed in the appropriate container after clean-up is complete.

## PARKING

The Watershed Pavilion has plenty of parking space available. All vehicles must use the area provided beside The Watershed Pavilion.

## REST ROOMS

Two interior facilities provided. They are to be left cleaned / trash emptied and ready for the next event.

## Hours

All music and noise must conclude by 12:00 am to insure that there are no disturbances to the surrounding neighbors.

## Eligibility & Responsibilities

Renters must be 21 years of age and adhere to all standards outlined in this policy and rental agreement. The Watershed Pavilion staff may decline facility rentals at their own sole discretion without making public determination as to why. Each rental is reviewed on an individual basis and must meet The Watershed Pavilion standards.

## GUESTS CONDUCT

The renter, vendors and guests shall comply with the policies of The Watershed Pavilion and the staff or security on hand, to protect the site from property damage or the reputation of the facility. Any individual attending the event creating a disturbance, of any type shall be removed from the property. The renter is fully aware that he or she must readily assist in this process.

## CATERERS & VENDORS

Renters may contract with whomever they so desire to provide, food, entertainment, equipment, tents, etc. However, these individual vendors remain the responsibility of the renter.

## CLEANUP & TRASH REMOVAL

It is always wise to assign a responsible party to oversee cleanup and removal of trash by vendors. The Watershed Pavilion will remove trash at an extra charge of \$75.00 or you the renter will be responsible for the removal of all trash, by you, your guest or any vendors. Cleaning means just that, the site must be ready when the renter leaves for the next event. This will help insure the return of the security deposit.

1. Bar area is to be wiped down and left cleaned.
2. Bathrooms are to be left cleaned and floors are to be swept.
3. Kitchen area - counter's & cabinets are to be wiped down, all equipment will be left cleaned and floors are to be swept and free of heavy debris. The Watershed will be responsible for the washing of all floors'

## Rental Fees & Payment

Renter is required to pay all fees including deposit, final payments, changes to contract, security and other fees in accordance with this contract. All payments shall be made via Master Card or Visa, cashier's check, personal check, money order or cash. Failure to pay fees at the time specified shall result in cancellation of the event with advance deposit forfeited even if another event is re-scheduled by the renter. A \$50 fee shall be charged for all returned checks or other non-payment of debts due to insufficient funds.

## ADVANCE FEE & SECURITY DEPOSIT

Renter must provide The Watershed Pavilion an advance non-refund- able fee of \$350 at the time of booking and contract signing. In addition an additional \$400 security deposit (Credit Card to be put on file) will be required to insure the property is respected and the policies and procedures as outlined are followed. This security deposit shall cover vendor responsibilities too. If the vendor fails to comply with policy guidelines as provided, the appropriate amount will be withheld.

## FULL PAYMENT

Besides the advance booking fee and security deposits, all fees are due (30) days prior to the event. (See Cancellation Policy Addendum)

## CANCELATION POLICY

The Watershed Pavilion shall have the right to cancel any rental due to circumstances beyond our control, including but not limited to severe weather, terrorism, fire or acts of God. In said case, the rental fees shall be returned within (30) business days so long as the rental party has not used the facility in any manner.

## LIABILITY

The renter is solely responsible for any damages the renter, guests, vendors, independent contractors or other parties associated with the event, may cause to any and all Watershed Pavilion property including the grounds, collections and building.

## INSURANCE

All vendors or renters serving alcohol must provide proof of insurance. The Watershed Pavilion is not liable for any delays or damages due to the vendor not complying with the policies as outlined and agreed to by the rental party. If mixed drinks are served, the renter accepts full responsibility for their party's behavior on and off of the property and may need to sign an additional liability waiver.

## VENDORS

Within (5) business days prior to the event, the renter is required to meet with the staff and provide all copies of insurance and plans for the event. It is the renter's responsibility to communicate policies and guidelines of The Watershed Pavilion.

## Decorations & Floral Effects

It is required that you discuss all decorating and floral needs with The Watershed Pavilion staff in advance of your rental. Please understand it is highly important that you adhere to this policy.

1. No nails/screws/bolts, etc., in any interior or exterior surfaces.
2. No paint on any surface.
3. No double sided sticky tape, duct tape, staples etc. on any surface.
4. Photographs are permitted on the grounds and porch areas and designated interior areas.
5. Rehearsals for weddings are permitted at no additional charge.
6. Fireworks are not permitted,
7. Birdseed, flower petals, and other biodegradable items are permitted on the grounds.
8. No confetti, streamers, sparklers or rice are allowed on the property.
9. Nothing is to be hung or attached above ceiling fans.

## Music & Entertainment

All vendors hired to act as musicians or announcers, have a responsibility to abide by the cut off time of 12:00 am. Please inform them that neighbors object to loud noises, music, lights, etc. Be sure to adhere to sound levels that are non-disturbing. The staff has the right to ask that noise, lights, music, etc., be adjusted to insure that The Watershed Pavilion neighbors are disturbed as little as possible. All said activities must be turned off by 12:00am, or at the time of the rental completion, whichever comes earlier. Lights are to be off by 12:30 a.m.

## Additional Policy Restrictions

1. No animals are allowed at any time on the grounds.
2. No firearms or other weapons are allowed on the property.
3. Banners, Balloons or other materials, etc., may be used as markers or decorations during your event, but has to be removed when the event is over.
4. The Watershed Pavilion is not liable for vendor's noncompliance with our policies and procedures. Renter is solely responsible.
5. All vendors must be informed by the renter of setup and breakdown policies.
6. Serve alcohol beverages with caution. Renter is / will be responsible for guest at all times while consuming of alcoholic beverages, while on property and off.
7. If a staff member is required to visit The Watershed Pavilion during the rental period to assist in the adherence of these policies as requested, a fee of \$150 will be added to the rental fee and charged directly to the renter's credit card within (5) Business days of the event
8. Renter is responsible for cleaning the tables and chairs before putting away. Tables and chairs are not to be dragged across the floor.
9. Renter is and will be responsible for all guests at all times throughout the building, on the property and around the pond areas. Adult supervision is expected with children at all times.

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# Terms of Acceptance

I have read and agree to all rental facilities policies contained in this Rental Policy Agreement. I understand that it is my responsibility to ensure that all my guests, independent contractors (vendors), and those associated with my event comply fully with these policies. I understand and agree to the consequences set forth and resulting fees that will result from the failure to comply with these policies. I have read and signed both the Cancellation and Security Deposit policies.

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Signature of Renter / Responsible Party

Date

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Signature of the Watershed Pavilion Representative

Date

# Watershed Pavilion Rental Agreement

I have read and accept the terms and conditions as included in the Watershed rental policy agreements. I understand the policies and procedures of the Watershed Pavilion. I also agree to indemnify and hold harmless the Watershed Pavilion, owners and employees from any liability, loss or damage resulting in any way from my rental or use of the Watershed Pavilion. I take full responsibility for all my materials rented or used on the Watershed Pavilion property. Insurance certificates are required and I will assist in gathering these and presenting them to the staff (10) days prior to the event. If they are not provided and approved, the event may not move forward and can be canceled at the full discretion of the Watershed Pavilion Staff. Refunds will be based on the refund schedule and policy.

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Signature of Renter / Responsible Party	Date
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Signature of a Watershed Pavilion Representative	Date
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Date of Event	Type of Event
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Expected Number of Attendance	Start Time – End Time
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Renters / Responsible Party's Signature	Cell Number	Work Number
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Address	City	State	Zip
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\$350.00 Deposit of Building Rental (Due upon Signing Contract)	\$650.00 Balance (Due 30 days prior to Event)
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\$400.00 Security / Damage Fee (Due 30 days Prior to Event – Cash or Credit Card)	
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Other Options

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\$75.00 Trash Removal	\$100.00 Set up of Table & Chairs in Pavilion	\$100.00 Take Down of Tables & Chairs in Pavilion
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\$125.00 Lawn Wedding	\$150.00 Set up of Chairs for Lawn Wedding	\$150.00 Take down of Chairs for Lawn Wedding
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\$12.00 each Tablecloth Rentals	\$350.00 Clean-up of the Pavilion
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## Contract Cancellation Policy

The Watershed Pavilion shall have the right to cancel any rental due to circumstances beyond our control, including but not limited to severe weather, terrorism, fire or acts of God. In said case, the rental fees shall be returned within (30) business days so long as the rental party has not used the facility in any manner. The return of the Advance Booking Deposit shall be returned at the discretion of The Watershed's staff. If cancellation occurs by renter more than (120) calendar days prior to the date of event, The Watershed Pavilion may re-book the date with another party and will retain the advance deposit (\$350.00) in full. If renter cancels in less than (120) calendar days prior to the event but more than (30) calendar days, 50% of the rental rate is due to The Watershed Pavilion.

I understand and agree with the cancellation policy of the Watershed Pavilion

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Renter / Responsible Party Signature

Date

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Print Name  
Number

Renter's / Responsible Party Driver's License

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Credit Card

Credit Card Number

Expiration Date

(\*Credit card to be used for fees not covered in final payment)

## Security / Damage Deposit

A damage/security deposit of \$400 is required for all functions at the Watershed Pavilion and should be submitted with the signed contract or (30) days prior to the event. The damage deposit will be refunded in full within (10) calendar days following the event provided no damage or excessive clean-up is caused by you, your guests or vendors to the building, the site, or any rented items or possessions of the Watershed Pavilion and if there are no violations of the rental agreement. Should any damage costs exceed the damage fee, you the renter will be responsible for the excess.

I understand and agree with the cancellation policy of the Watershed Pavilion

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Signature of Renter / Responsible Party

Date

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Print Name  
Number

Renter's / Responsible Party Driver's License

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Signature of a Watershed Pavilion Representative

Date

