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## **Walden's Ridge Civic League Rental Policies & Procedures**

### **Walden's Ridge Civic League Rental Fees**

One half (50%) of the rental fee plus a refundable damage deposit are required to secure the Event date. The final balance is due, in full, 30 days prior to the Event. The damage deposit will be held and returned if no damage occurs.

The following charges apply for use of areas of the Property:

- \_ \$250 per 2-hour use of auditorium, pavilion, Women's Building & surrounding grounds
- \_ \$150 per 2-hour for tented-only Events and surrounding grounds, including auditorium restrooms.
- \_ \$20 per 2-hour use of covered pavilion, children's play equipment and surrounding grounds; optional additional \$15 flat fee for auditorium restrooms
- \_ \$20 per 2-hour use of soccer field; optional additional \$15 flat fee for auditorium restrooms
- \_ The minimum rental is two hours. Clubs, churches, and nonprofit organizations usually receive a discount.

Renters must vacate the property by 11 p.m. Outside music must end by 10:00 p.m.

For every 10 minors at an Event, there must be one adult present. There are potential dangers associated with the historic buildings and other aspects of the Property that require attention. Children must be under close adult supervision at all times.

### **Cancellation**

If Renter cancels a reservation at least 60 days prior to the scheduled Event, Renter shall receive a 50% refund of fees and damage deposit paid. If Renter cancels a reservation less than 60 days prior to Event, there is no refund except damage deposit.

### **Caterers and Vendors**

WRCL does not restrict caterers or vendors. Renters may choose any caterer or cater an Event themselves. Cooking from scratch is not allowed. WRCL appliances include a microwave and refrigerator. Beverage stations should be set up out-of-doors, or over tile floors not over wooden floors. Sterno-type warmers are acceptable in designated areas if the area is supervised. Radiant heaters may NOT be used.

### **Cleanup**

WRCL is a self-service facility. All setup and cleanup must be done by the Renter or crew. Please be sure to include time for setup, cleanup, and breakdown in calculating rental hours. Overages in hours and failure to clean up can result in loss of damage deposit. Overage hours are charged at double rate.

Renter's initials: \_\_\_\_\_

### **Cleanup Specifics:**

- ALL trash, including restroom trash, picked up and placed in streetside garbage can
- Garbage cans rinsed
- Tile floors mopped if needed, other floors swept or vacuumed
- Spills cleaned up
- Counters, sinks, toilets, refrigerator, and microwave clean
- Chairs folded and returned to storage areas where they were found
- Ice poured out on grass, not on shrubs or gardens
- All equipment, perishable items, and personal items removed
- Artificial trees used to block light from west-facing windows shall not be moved.

### **Capacity**

The Auditorium seats 200. The backstage area is approximately 25' x 40' and can accommodate a variety of folding tables and chairs. The open-air Pavilion can accommodate +/- 40 persons seated at tables (tables not furnished, but chairs may be borrowed from WRCL). Use of the grounds in good weather or with rainproof tents allows for larger groups.

### **Grounds and Garden**

WRCL volunteers work hard to provide an attractive area for Events. Renters must leave any rented area as they find it. Any damage to the Property caused by the Renter or the Renter's guests will be the responsibility of the Renter.

Vehicles are not permitted on the soccer field.

Only licensed drivers may drive motorized vehicle on WRCL Property, including renter-owned vehicles of any type such as 4-wheelers, lawn mowers, golf carts, etc.

The buildings are historic, and there are many exterior natural features such as rocks or uneven ground which require alertness. Visitors assume the risk of such hazards and must use care during visits. The Auditorium is a Non-Smoking facility.

### **Pets**

Pets are allowed on a leash. Please clean up after pets. Place closed waste bags only in streetside garbage receptacle or carry away.

### **Parking**

Due to the limited parking on the Property, off-site parking arrangements are required for Events of 75 or more vehicles. Renter will need to arrange transportation or valet services to the Property. A gravel parking lot is located near the white concrete building. Overflow parking is allowed on the grassy area near the south-side wire fence.

### **Restrooms**

The Auditorium has two restrooms. Renter should arrange for portable restrooms for Events exceeding 200 guests.

### **Chairs**

Renter may use steel folding chairs belonging to WRCL. At the end of the Event, chairs are to be folded and stored in the area where they were found.

### **Decorations**

Due to the historic nature and age of the Property, WRCL asks that visitors and Renters exert care to preserve the Property. No staples, paints, nails, tacks, glue guns, wire, or tape may be used. Throwing confetti, glitter, party string, etc. is prohibited. Any items or decorations that require any type of staking into the turf must have prior approval.

## **Tents and Dance Floors**

Tents and dance floors are acceptable but must have prior approval by WRCL for location, set up and removal to minimize damage to the grounds.

## **Weather**

WRCL will not refund money due to inclement weather. WRCL strongly recommends rental tents for any portion of an Event that is to take place outdoors. Tents must be secured by the Renter.

## **Music**

Live or pre-recorded music is welcome. Please note that we do have a limited number of outlets as well as voltage. It is recommended that this be communicated to the music vendor and that they contact WRCL to discuss power strips, voltage, and extension cords. Outside music must cease by 10:00 p.m. At no time during the Event, should the music be too loud. A WRCL representative will be aware of the appropriate volume and will have the final say as to volume of music.

## **Sound System - Lighting**

WRCL may provide a sound system if arrangements are made two (2) weeks in advance. Renters may arrange with a vendor to rent and operate a sound system and any desired supplemental lighting.

## **Photography**

Photography for personal use is permitted. Professional photography is allowed for photos taken in conjunction with an Event on the Property. Professional Photography sessions out-of-doors are permitted. Special arrangements may be made for indoor photography. Professional photographers must have photographer's liability insurance for shoots. Photographers may not interfere with a scheduled event or with the regular use of the Property by other visitors for an unreasonably long time and should respect the activities of other visitors, volunteers, and contractors. No furniture, plants and the like may be moved for photographic purposes without the permission of WRCL.

## **Alcoholic Beverages**

Use of alcoholic beverages on the Property is generally prohibited except where specific arrangements have been made in advance.

Use of alcoholic beverages on the Property is allowed, as follows:

**(a)** Renter must secure a special event liability insurance policy with \$1,000,000 limits for each occurrence, with Walden's Ridge Civic League listed as additional insureds.

Proof of insurance shall be provided to the Walden Town Recorder at least seven (7) days before any Event in which alcohol is served.

**(b)** All state laws pertaining to the serving of alcohol, including beer and wine, must be strictly followed. Alcohol may not be served to any person under the age of 21.

**(c)** Alcoholic beverages may not be sold unless:

- (1) for wine and alcohol in excess of eight percent (8%), a special occasion alcohol permit is obtained from the State of Tennessee Alcoholic Beverage Commission and/or,
- (2) for beer (not more than 8% alcohol), a special occasion beer permit is obtained from the Town of Walden. "Sold" means any money changing hands, including the acceptance of donations at a fundraiser. These permits are available only to nonprofits and qualified political organizations. The permitting process takes several weeks, so Renter should allow adequate time to obtain the permits.

**(d)** The serving, possession, or consumption of alcohol, including beer and wine, on the Property may be ordered discontinued at any time at the discretion of a WRCL Representative, Town authorities, or the Hamilton County Sheriff's Department. Such discretion may be exercised in the case of inappropriate behavior, exposure to liability due to excessive drinking, intoxication of individuals, underage drinking, damage to property or injury to individuals, and other such activities and may result in the closing of the bar and the discontinuance of the serving, possession, or consumption of alcohol, including beer and wine.

**(e)** Kegs are allowed only outside buildings, on the grass or under the covered pavilion.

### **Fires**

The kindling of any fire is allowed only as follows.

**(a)** Fires are allowable in designated picnic areas when the fire is confined in a fireplace/fire ring provided for the use of visitors, or grills, or in other locations specifically marked by WRCL, or

**(b)** Fires are allowable in an industry-approved portable fireplace, and in stoves or lanterns using kerosene, propane, butane gas or similar fuels.

**(c)** Fires must be kindled in such a manner that no tree, shrub, grass, or other inflammable or combustible matter will be set on fire or caused to be set on fire.

**(d)** When no longer needed, the fire shall be completely extinguished. Leaving a fire unattended is prohibited.

**(e)** Throwing or dropping a lighted cigarette, cigar, pipe heel, match or other burning material is prohibited.

**(f)** The gathering of wood for use as fuel in picnic areas shall be limited to dead material on the ground. To avoid the spread of pests and diseases, no material should be brought to the Property that originated from outside a fifty-mile radius of the Property.

**(g)** If a fire is kindled, Renter is responsible for making sure the fire is completely out.

### **Candles**

The use of candles is allowed only as follows.

**(a)** Candles MAY NOT be used in the Auditorium, Women's Building, Pavilion or any other structure.

**(b)** OUTDOORS, candles and/or open flame devices must be under constant supervision and attended while burning. An approved fire extinguisher shall be immediately available in the area and a person will be present who has been trained in its use serving as a fire watch. Candles and/or open flame devices shall be lit only during the Event. Flames will be immediately extinguished at the conclusion of the Event. Candles and/or open flame devices must be kept in stationary, securely supported non-combustible holders. No candle or open flame device shall be placed in a polystyrene holder or decoration. Candles and/or open flame devices must not be placed on windowsills or other areas that are unstable, or where they could come into contact with curtains or other hanging objects. Readily combustible materials must be secured at least three (3) feet from an open flame.

**Nondiscrimination Policy:** Walden's Ridge Civic League does not discriminate on the basis of race, national origin, religion, sex, disability, age, or political beliefs.

Renter's initials: \_\_\_\_\_

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