**Sheppard Family Park Society**

**Schedule B**

**Rental Rules & Policies - 2024**

**The Renter agrees to abide and uphold the following rules:**

**Set-Up**

1. Renters are responsible for set-up prior to and clean-up after the event.
2. Deliveries to Sheppard Family Park must be pre-arranged with the Sheppard Family Park Rental Manager. All items must be boxed and clearly labelled. Sheppard Family Park Society does not assume any responsibility for damaged or lost articles.
3. The Munroe Barn offers a serving kitchen only, equipped with a refrigerator and sinks. Stove, linens, dishes and cutlery are not available.
4. Table coverings *must* be used on the tables.
5. Tables and chairs must not be removed from the Munroe Barn. Chairs for outdoor use are available for rent from Sheppard Family Park.
6. No dance wax or other preparations are to be used on the floor.
7. No paper or metallic confetti, bird seed, fresh flower petals or rice may be thrown in or on Sheppard Family Park facility or grounds. A clean-up fee will be deducted from the Damage Deposit.
8. No nails, staples, tacks, adhesive/duct tape or any other fasteners are permitted in the facility. Please use the permanent hooks and wires available.
9. Candles, open flames, flammable liquids or pyrotechnics are strictly prohibited in or on Sheppard Family Park facilities or grounds.

**Clean-Up**

1. Clean-up and takedown must be completed at the end of the event OR by 12:00 noon for a 2 ½ day rental.
2. Clean-up must include the refrigerator, excessive floor and bathroom messes.
3. A cleaning fee will be deducted from the damage deposit if the facility is not left in an acceptable and clean condition.

**Guest Conduct**

1. Smoking, vaping or cannabis is *NOT* permitted inside any buildings. Two designated smoking areas, with butt containers, are located 5 meters from the doorways.
2. For Indoor events the bar will close, and entertainment will conclude at 12:00 am.
3. For Outdoor events the bar will close, and entertainment will conclude at 11:00 pm.
4. Sheppard Family Park Society reserves the right to approve entertainment in all venues in keeping with the *Family Park* principle.
5. The Renter is responsible for any SOCAN performing rights license fees that may apply.
6. Do not Drink and Drive. Overnight camping is prohibited at Sheppard Family Park. All vehicles must be removed from the parking lot by 12:00 noon the next day or they will be towed and the cost deducted from the Damage Deposit.

**Initial:\_\_\_\_\_\_\_\_\_**