



## Township Hall Pavilion Policy

1. Any decorating, which will be done prior to the rental time/date, shall be up to the Township's discretion. We will not permit affixing anything to the posts or rafters with staples or nails. All decorations must be removed prior to the end of the rental period. Any decorations left in the pavilion will be disposed of.
2. The Township will not accept any responsibility for any special cakes or decoration brought to the pavilion prior to the rental period.
3. Smoking is not allowed near the vegetation surrounding the grounds. Fire safety must be exhibited at all times. Cigarette waste is to be extinguished properly, and disposed of ONLY in the container provided.
4. The Township does not provide sound equipment and/or loud speakers.
5. Do not drag picnic tables across the concrete pad. All seating must be returned to the configuration in which it was found prior to the rental event.
6. It is the responsibility of the renter/caterer to ensure that the pavilion, grills, playground area and adjacent grounds are left clean at the end of the rental event. All picnic tables are to be wiped down. Garbage must be bagged and put into the provided containers. All leftover food and beverages must be removed from the pavilion after the rental event.
7. Except for grills and table-top units for maintaining warm foods, no open flames (i.e. candles, oil lamps, etc.) are allowed within the area. "Sterno" is the only open flame product approved for use. They must be used with chafing dishes only. Do not dispose of any used, or partially used, "sterno" containers on the township grounds.
8. The Township does not supply any of the following items: cooking utensils, dishes, glasses, silverware or table linens.
9. Beer and wine are permitted on the premises, **but cannot be in glass containers**. Liquor is prohibited. If beer and/or wine is going to be served, it must be provided free of charge. Evidence of Host Liquor Liability Insurance coverage must be provided, with policy limits of \$1,000,000 per event, and Greenwood Township must be shown as an additional insured. Insurance must be in the name of the person or organization renting the pavilion. All beer and wine must be removed from the premises at the end of the rental event. Under no circumstances shall minors be served any type of alcoholic beverage.
10. With the exception of a 'seeing eye dog', no pets or animals will be allowed on township grounds.
11. No rental event shall run past 2:00 am.
12. All State and Federal laws must be followed and obeyed.

I understand and agree that all parties occupying the Township property during the rental event will abide by all of the rules and regulations set forth, and will be monetarily responsible for any damages that might occur while on the property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_