

JEWETT HOUSE

RULES & PROCEDURES

- 1) Permits must include a complete description or explanation of the proposed activity, including number of people expected to attend, date, time, and duration of event.
- 2) Hourly rental and cleaning fees are due 60 days prior to the event.
- 3) A portion or all of the deposit will be refunded after the event. Applicants understand that the deposit is not refundable if the reservation is cancelled. Refunds cannot be granted due to weather conditions.
- 4) Reservations require payment of fees; there are no waivers of fees.
- 5) No smoking is allowed in the house.
- 6) Applicants are responsible for setting up and cleanup within their reserved time. The time you will be charged begins when you arrive to set up and ends when you and your last guests have left. All deliveries must be scheduled during the time you have rented the house. Applicants agree to be responsible for vacating the Jewett House at the end of their reservation. Applicant agrees to pay additional fees for use beyond original time agreed upon and only if another reservation has not been posted.
- 7) The named group, individual(s) or applicant(s) listed on this Facility Use Permit, in consideration for the use of said facility, agree to hold the city harmless from all claims for injury to persons or property resulting from group's, individual's or applicant's actions or omissions during use of said facility.
- 8) All reservations will be made on a first-come first-serve basis.
- 9) It shall be the applicant's responsibility to ensure that all guidelines and other rules and regulations as provided are followed by all individuals participating in the event. Failure to comply with said guidelines, rules, and regulations may result in rejection of subsequent applications of the sponsor.
- 10) **The following Alcohol Service Policy shall apply to all persons using the Jewett House:**
 - a) *A permit to serve alcohol issued by the City of Coeur d'Alene must be obtained.*
 - b) *Serving hard alcohol is allowed only by a caterer with a State of Idaho license and must be on site during the entirety of when hard alcohol is served.*
 - c) *Beer and wine are allowed with the understanding that the person who signed this permit is exclusively responsible for monitoring their guests to ensure no underage drinking or over consumption.*
 - d) *Alcohol is not allowed to be consumed on Sander's Beach or outside of fenced Jewett House areas. Consequences of continued non-compliance of these rules during the event despite warnings to cease will result in (1) Right of caterer to cease service of alcohol (2) The Jewett House's right to terminate the event immediately.*
 - e) *Applicants understand that the Caterer or the Jewett House staff has the right to refuse service to anyone who is intoxicated and/or disruptive.*
- 11) Organizers/sponsors of special events are required to meet with the Jewett House staff to review the scope of the event.
- 12) Failure to comply with the above rules and regulations may result in cancellation of event. Damage to the facility that is directly related to the event will be deducted from the deposit. Any damage above the deposit amount will be repaired and billed to the person responsible for the event.