

RULES & REGULATIONS ESTABLISHED BY RESOLUTION NO. 13-017

- 1) All 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. ____ (initial)
- 3) A portion or all 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. ____ (initial)
- 4) All persons and organizations are required to pay reservation fees; no waivers of these fees are possible.
- 5) No smoking is allowed in the Jewett House.
- 6) Applicant is responsible for setup and cleanup within their reserved time period. The time you will be charged for rental begins when you arrive to set up and ends when you and your last guest has left. All deliveries must be scheduled during the time you have rented the house. Applicant agrees 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. ____ (initial)
- 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 rules apply for the serving of alcohol on the Jewett House premises:** ____ (initial)
 - a) The applicant must pay all alcohol permit fees associated with their rental.
 - b) The applicant may provide beer and wine for their event and be responsible for the service of beverages. The renter is required to appoint a "bartender" to help serve and monitor consumption.
 - c) The applicant may serve liquor and/or mixed cocktails provided they hire a licensed vendor.
 - d) No alcohol is allowed on Sander's beach or outside the fenced areas of the Jewett House property. Non-compliance with this policy may result in the termination of alcohol service and potential termination of the event by vendors and Jewett House staff.
 - e) Applicants understand that vendors and Jewett House staff have 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.