

## Hillcrest Pavilion Rental Agreement

The Hillcrest Pavilion does not have a banquet staff available to assist you at your event if you are using outside catering. Therefore, it is your responsibility to see that the following tasks are preformed by your caterer.

**Pre-event:** A specified time will be set for you to decorate the room and/or the gazebo. The Pavilion Room will be clean when you arrive. You are responsible for taking out any trash and re-cleaning the room after decorating if necessary. Please remember to not use glitter or confetti as part of your decorations unless you intend to bring a vacuum.

If you will be dressing in the Pavilion prior to your event, you must assign someone to secure all your personal items. Remember, Hillcrest is not responsible for lost and/or damaged items left behind by you or any of your guests. You must also assign someone to clean up the dressing area before your event begins. You will want you guests to have nice clean restrooms when they enter the room.

**Post-event:** The designated end time for your event means that you, your guests, and all of your decorations and personal items must be out of the building at that time. Therefore, please allow ample time to end your event and have everything removed by the designated time. Any outdoor decorations or additional supplies brought onto the premises by you must be removed from the property by the designated end time. It is highly recommended that any gazebo decorations be taken down prior to sunset as there is no lighting in that area.

**Caterer Responsibilities:** The caterer must have a catering license and insurance. Please make sure that your contract with your caterer includes the following tasks to be performed by their staff.

- Caterer must supply all service ware necessary for your dinner and your cake. This includes plates, silverware, cups and service utensils.

- Caterer is to cut and serve the cake. If your caterer does not cut the cake, you will need to pay a \$50.00 fee for the Hillcrest staff to do this for you.

- Tables are to be busses following dinner, following the cane and once again before the caterer leaves.

- Caterer must bring garbage bags and must empty all garbage cans in the room while they are in service to your guests.

**DJ responsibilities:** Hillcrest does not provide extension chords. You or you DJ must provide the necessary extension chords both inside the Pavilion and at the Gazebo. It is recommended that you go over a detailed timeframe for the night of the event as it is not Hillcrest's responsibility to make sure events are on time.

By signing below you agree to these terms and understand your responsibilities as outlines above.

Name: \_\_\_\_\_

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