

## WOODLAND HALL POLICIES

### GENERAL INFORMATION

Woodland Hall can be reserved up to a **10 hour** time period between the hours of 8:00 a.m. until 11:00 p.m.

- Additional hours in above time frame are available on the day of the reservation for an additional fee (\$100.00 an hour). No reservations shall exceed 11PM.
- The full rate will be charged for any additional days desired for setup or breakdown

**Weekday Rate: Monday through Thursday: \$900.00 (deposit \$450.00)**

**Weekend Rate: Friday through Sunday: \$1200.00 (deposit \$600.00)**

**Renter is reserving the facility only.** The rest of the sites at Woodland Hall (such as walking paths) are open to the public. Woodland Hall renters, guests, and all vehicles must leave the entire park property no later than 11:00 p.m. which includes the indoor facility, parking area and the gazebo. If the renters and/or guests have not vacated the premises by 11:00 p.m., the renter will be charged an additional fee of \$100.00 per hour with a minimum charge of \$100.00 for any part of any hour. **Anyone inside Triad Park property after 11:00 p.m. is trespassing.**

- This facility can accommodate up to 198 guests for a sit down dinner dependent upon whether round tables and/or rectangle tables are used and setup. If round tables only are used capacity is 176. If rectangle tables only are used capacity is 198.
- The facility can accommodate up to 300 guests with theater-style seating for meetings or other events.

**If capacity is exceeded, parking and restrooms may be overwhelmed and future rental privileges denied. Outlets for music/sound systems must be located in the front left side of the fireplace only.**

- 300 stackable chairs available for indoor use only
- 121 Parking spaces available

## PAYMENT POLICY/DEPOSITS

- Deposits are required for reservations. We do not allow temporary holds for any facility.
- Deposit requirements as specified in the Facility Reservation Agreement. These deposits are nonrefundable, nontransferable, and must be made by the date presented on the agreement in the amount of half of the cost of the entire reservation.
- All agreements are rain or shine. There are no rain dates available.
- Client may not move date or location once agreement has been signed. If client decides to move date or location, all deposits and payments will be kept and not credited to the new date/facility reservation.

## CANCELLATIONS

If a client cancels a reservation 90 days or more prior to the event any amount paid minus the deposit is refundable. If a client cancels a reservation less than 90 days before the date of the event, the client will not be entitled to a refund of any amount.

## FACILITY DIAGRAMS

For setup purposes, the facility diagram must be returned no later than 30 days prior to the event. Staff will setup the facility based on the client's submitted diagram. If a diagram is not received at least 2 weeks prior to the event, a standard setup will be arranged.

## CATERING POLICIES

All clients are responsible for making sure that Forsyth County Parks and Recreation has received their caterer's certificate of insurance at least 30 days prior to their event. Forsyth County, Guilford County, Its officers, employees, and agents are not responsible for any damaged food items. **Renter is responsible for any damages caused by caterer.**

## ALCOHOL POLICIES

- No person under the age of 21 will be allowed to consume alcoholic beverages on park property.
- Alcoholic beverages (beer, wine, and champagne only) may be served, but not sold. **NO CASH BARS ALLOWED.**
- Beer kegs must be located in the patio area only.
- Alcohol can be served up until 1 hour before the event is scheduled to end, and consumption of alcohol must end 30 minutes prior to the event ending. **Absolutely no alcohol is served or consumed after 10:30 PM.**

- If the renter is serving beer or wine themselves, they will need to sign and return an **"Alcohol Hold harmless Agreement"**. This releases responsibility and liability from any and all claims against Forsyth County, Guilford County, Its officers, employees, and agents. **If caterer is providing and serving beer and/or wine they will need to provide a "General Liability Certificate of Insurance" to Forsyth County Parks and Recreation at least 4 weeks prior to the event.**
- **If the renter states on the original contract that they will not be serving beer and/or wine; alcohol will not be permitted in the facility the day of the event.**
- **All alcohol for events must be provided by the event organizer or authorized caterer. Glass containers are not permitted;** with the exception of wine bottles. Canned beverages should be substituted for glass beverage containers.
- Alcohol of any kind cannot be consumed or present in the front entrance, parking lot, gazebo, or any other location of the park.
- If the renter or guests attempt to enter the facility with open containers, they will be required to pour out any open alcoholic beverages before entering the facility.
- **If the renter/guests arrive intoxicated to the event they will not be permitted to enter the facility and must vacate the entire park premises. The security guard on site will use his/her discretion to determine if the individual/s are under the influence of alcohol and will call the Guilford County Sheriff if necessary to have the individuals removed from the park property. No portion of the rental fee will be refunded in the event the renter is not able to use the facility due to inebriation. If the renter and or guests become too intoxicated, the security guard may use his/her discretion to close the facility for the evening.**
- In the event the facility is shut down due to the renter and/or guest's behavior, no portion of the rental fee will be refunded.
- Do not leave any alcohol unattended or overnight. Forsyth County, Guilford County, Its officers, employees, and agents are not responsible for alcohol that goes missing before, during, or after an event.

## PROPERTY DAMAGE AND CLEANING

- The person signing the agreement is held liable for any additional cleaning fees and any damages or maintenance fees incurred as a result of the group's activities. Facility should be left in a reasonable condition for the event that is held. **If client leaves excessive trash/spills, cigarette butts, etc; the client may incur an additional cleaning fee, which will be determined by Forsyth County Parks and Recreation. Cleaning fees are no less than \$250.00.**
- Damages to facility, facility amenities, appliances, or windows must be reported to the Parks and Recreation Office promptly the next business day.
- All park rules and regulations must be followed. Violation of policies, rules, and regulations may result in expulsion with denial of future rental privileges.

## SECURITY

- Forsyth County, Guilford County, Its officers, employees, and agents shall not assume responsibility for the damage or loss of any merchandise or articles brought into the Park/Facility.
- Forsyth County Parks and Recreation/ Triad Park are not responsible for moving or storing equipment rented from outside agencies.
- All items must be delivered the day of the event and picked up within the contracted function time. If items are not removed by the end of the rental period, the items will be disposed of.
- Forsyth County Parks and Recreation/Triad Park is not responsible for lost or damaged items before, during, or after an event.
- Weapons are prohibited except concealed handguns, with proper permit as allowed by County Ordinance and the NC General Statutes. Warning: school sponsored curriculum and extracurricular activities occur in the park. It is a felony to knowingly possess or carry, whether openly or concealed, any firearm to any activity sponsored by a school.
- Abusive language and/or behavior may result in expulsion from the park.

## GUIDELINES FOR ALL FACILITIES AND PROPERTIES

### Clients may:

- Decorate rented facilities. Decorations may include items such as linens, flowers, plants, pictures, LED battery operated candles, string lights, vases, a sweetheart table and pipe and drape. **All decorations must be removed by the end of the contracted function time.** Clients may not use candles or any open flames (except for a single unity candle for marriage ceremonies only). In addition, **clients may not nail, tape, glue or staple any items to walls, beams, or light fixtures.** Also, **clients may not use confetti, lime, chalk, paint or any adhesives that may leave permanent damage.** Clients may use string, rope, or wire as long as it does not damage the facility.
- **Bring their own equipment for setup. Triad Park/Woodland Hall does not provide ladders, electrical extension cords, leaf blowers, brooms, or cleaning supplies. Clients may not use any type of personnel lift; mechanical or otherwise.**
- Bring in audio visual equipment and/or a band or DJ. **The client or musicians are responsible for all cords, microphones, and necessary accessories.** Any equipment brought in cannot exceed the wiring capacity of the building. The client will be charged for any damages incurred. The client's music cannot be heard outside of the client's designated event space. All music must end at 10:00 PM. **Maximum outlet power is 20 AMP.** Renters are not permitted to alter the amperage. If the equipment that renter or DJ/Band brings is too much to supply the amperage they will not be able to use all or part of the equipment. Neither the park maintenance staff nor the renter may rewire the outlets to increase the power. Using higher amps than the power source can supply can result in the loss of power.
- Chairs may be brought in for outside use only. **Any rented items must be dropped off and removed during the reservation time frame.** Clients will be charged an additional fee for any rented or bulky items are left behind after rental.
- Leave recyclable plastic bottles and cans in the blue recycling bins provided and dispose of garbage in trash bins.

### ACTIVITIES NOT PERMITTED

**The following items are things that not permitted during your reservation at Woodland Hall. These rules are for the safety of the public and to prevent damage to the facility. Failure to comply with these items may result in loss of use of the facility and / or being billed for damages that occur.**

- Client/group may not utilize rental space any other time other than the time indicated on the contract. The contracted/agreed upon time is the only time the facility will be available for use (no exceptions).

- No dragging any items, especially heavy items such as trash cans, tables and chairs on the floors. Clients will incur a damage fee for heavily scarred floors as a result of the groups activities, or when dragging items on the floor.
- No using the facility's indoor tables and chairs outdoors. They are for indoor use only.
- No trucks allowed to drive down to the Gazebo
- Due to fire codes, clients may not use candles or any open flames (except for a single unity candle for marriage ceremonies only and sternos used with chafing dishes only).
- No use of adhesives
- No nailing, taping, gluing, or stapling any items to walls, beams, fireplace, light fixtures, or other fixture
- No commercial use, fundraising, or solicitation is permitted without prior approval from Forsyth County Parks and Recreation.
- Hot air balloons, drones, helicopters, airplanes, or any type of aircraft are prohibited to fly above and/or land on the premises of Triad Park/Woodland Hall.
- No animals allowed; with the exception to service dogs.
- No monies can be exchanged on County property
- Moonwalks, dunking booths, water slides, climbing walls, tents, or any type of amusement rides are strictly prohibited.
- Renters and their guests are not permitted to drive any vehicles down the asphalt path to the gazebo.
- No outside dance floors, stages, or platforms allowed.
- No setting up of structure or tents to increase seating capacity.
- Power not available for HVAC for outside tents.
- No admission fees or ticket sales
- No firearms
- No chalk, paint
- No fire pits
- No horse and buggies, golf carts, oversized vehicles
- No smoking inside the building

- No confetti, rice, bird seed, sparklers, rockets, or fireworks
- No silly string/string in a can
- No smoke/fog machines
- Only battery operated candles are permitted inside the building. Lit candles may be used outside on the patio tables.
- No bringing in additional tables and chairs that will exceed the stated capacity of the facility.
- Do not alter the amperage or wiring of the facility. If the equipment that the client or DJ/Band brings is too much to supply the amperage, they will not be able to use all or part of the equipment. Neither the park maintenance staff nor the renter may rewire the outlets to increase the power. Using higher amps than the power source may result in loss of power. Client will be held responsible for all damage.
- Due to the electrical and water lines; no use of spikes or items driven or attached in the ground. No staking of tents allowed. Tents anchored by water or sand are allowed.
- Do not dispose of grease inside the park. Clients must use a grease pan, take proper precautions to prevent spillage or injury, and dispose of the grease outside of the park.
- Do not use abusive language or behavior
- Do not feed animals or disturb wildlife
- Bonfires and/or fire pits are not allowed
- Do not park on the grass. All parking must be in designated parking spaces that are allocated to the facility rental.
- Do not install signs or decorations that will puncture the ground.

**\*\*\*Renter is not responsible for returning tables and chairs from the original set up back to the storage room. If the renter wishes to change their layout on the day of the event, the renter will be responsible for putting any unwanted tables/chairs back into the storage room.** Renters will incur a \$100 maintenance fee if tables and chairs have not been properly placed in the appropriate rack.

We do not furnish tablecloths, amplifiers, sound systems, food, drink, or catering services. All food, beverages, decorations, etc., must be removed from the facility. **No tables or chairs (whether rented or personally owned) are to be brought into the building. Renter, guests, vendors, and caterers are to take everything out of the building when they leave. Anything**

left will be disposed of. Ice must be dumped in the woods or kitchen sink, not on the grass, as this will kill the grass.

The office area is primarily designated for the security guard working your event, but it may be used by renters for a maximum of one hour to change clothes, or for the bride waiting for the ceremony to begin. **Please do not leave any valuable items or handbags in the office during your event as the security guard will not be held liable for anything left in the office. (Any long distance calls made from the telephone in Woodland Hall during your event, will be billed to the individual reserving Woodland Hall).**

### WAIVER AND RELEASE

The use of Woodland Hall is at your own risk. Patrons take full responsibility and assume all risks for the use of Triad Park, its buildings, and facilities. Patrons agree to hold Forsyth County, Guilford County, Its officers, employees, and agents free and harmless from and against any damages, claims, expenses (including attorneys fees), costs, or liabilities of any kind arising out of or related to the use of Triad Park/Woodland Hall. The undersigned disclaims any claims against Forsyth County and Guilford County, relating to or arising from the use of the park facilities (this includes injuries of any type that might occur on Triad Park/Woodland Hall property). There are no warranties of acceptability or fitness for a particular purpose for the park or its facilities. The undersigned accepts responsibility and liability for the actions and omissions of all guests and members of the undersigned's group.

I, \_\_\_\_\_ (print name), am responsible for this reservation and will comply with all rules and regulations of Woodland Hall. I have reviewed the rules, and agree to defend, indemnify, and hold harmless Forsyth County and Guilford County for any claims for loss or damages, including expenses and defense costs, it incurs as a result of the undersigned's use of the premises.

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Signature of Individual Reserving Woodland Hall

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Date