

COVE BUILDING RULES and REGULATIONS

(Integral Part of the Rental Agreement)

1. The basic and **maximum** rental period for all events is **5 hours**. No event may continue past **12 PM** on **Fridays and Saturdays** or past **10:00 PM Sundays through Thursdays**. An hourly rate of 20% of the rental fee will be charged for overtime occupancy. The Cove building is a **non-smoking** facility with a seating capacity of **250**.
2. The Cove building must be vacated within **30 minutes after the end of the rental period**. All decorations and personal property of the renters must be removed from the inside and outside of the building. Failure to comply will be deemed as consent for the NPCC to dispose of such property.
3. Rental activity is limited to the Cove building and the **immediate surrounding grounds**. Renters are not allowed to use any other facilities such as the tennis courts, field, beach or picnic areas.
4. The Cove kitchen is licensed as a **service kitchen**, not a prep kitchen. Food must be prepared off-site and the Cove kitchen used only for garnishing, reheating, assembling, serving, etc.
5. **DECORATING**
 - **Table arrangement and decorating plans** must be made and **APPROVED** at least 30 days prior to the event. In the absence of a set-up plan, the room will be configured for 250 people.
 - **No tacks, screws or nails** are allowed on floors, ceilings, doors or painted surfaces inside the building or outside on the deck, bridges or wood sculptures. Only **blue painter's tape** is allowed.
 - Cove **tables and chairs** are not allowed **off the deck**.
 - **No candles** except small votive table candles are allowed in the building or on the deck.
 - Only Cove **ladders** (4' and 6') may be used in the building.
6. **Confetti, glitter, birdseed, rice, sparklers, fireworks or sky lanterns are not allowed in the building or on Cove property.**
7. **Beer kegs** are not allowed inside the building. Once tapped, kegs must remain outside at the **north end of the deck**. **BBQ and grilling** must be done outside in the back of the building.
8. **CLEAN-UP**
 - Clear tables and remove all **decorations and personal property**. Leave **tables and chairs** on the floor.
 - Bag all garbage and deposit in dumpster. There is a **\$25 charge/bag** if left in the building.
 - Break-down all **boxes** and deposit in recycle dumpster along with other recyclables.
 - Clean kitchen counters, sinks, stoves and coffee pots, if used. **Mop up spills**.
 - Make sure toilets are flushed and clog-free. Mop up any restroom accidents. There is an automatic **\$100 charge** for extra restroom clean-ups.
 - Renter must **remove all signs and/or balloons** posted at the Cove. There is an automatic charge of **\$50** for signs and/or balloons left at the Cove after the event.
 - Additional **janitorial charges** beyond normal cleanup will be deducted from the rental deposit.
9. No **extra** lawn mowing or window cleaning will be done for a rental.
10. The City of Normandy Park prohibits posting of **signs or balloons** on telephone poles and street signs.
11. The **Meadow Area and CoL patio** can be used for **wedding ceremonies only**. A 30 day notice and **\$200** outdoor use fee is required. The fee is due 10 days prior to the event.

- 12.** In the event of a **power outage** prior to or during an event, **backup electrical generation systems MAY NOT BE USED.**
- 13.** If a Cove **facilities malfunction** occurs **prior** to an event, NPCC reserves the right to **cancel the event.** If possible, reasonable efforts will be made to inform the renter of the cancellation. For cancelled events, the full amount of the base rental fee and a portion of the deposit that is not required for any repairs and damages shall be refunded within twenty-one (21) days of the rental date.
- 14.** If a Cove **facilities malfunction** occurs **during** an event that results in a **hazardous or unsafe** situation, the event may **NOT CONTINUE.** The renter shall take all prudent actions to **evacuate** the building until the hazardous or unsafe situation is eliminated. A prorated portion of the base rental fee and deposit that is not required for any repairs and damages shall be refunded within twenty-one (21) days of the rental date.

Renters will incur charges for any property damages or violations of these Rules and Regulations. I understand and agree that these Rules and Regulations are an integral part of the Rental Agreement signed by me.

Renter's initials _____ *Date* _____