

Riverfront Hall Use Policy

Rules & Regulations

- 1. Each group renting Riverfront Hall must designate one individual to act as a liaison between the group and the park staff. Any issues that arrive during an event shall be resolved between this person and the duty ranger.**
- 2. The hall may be set-up as you like, but lessee is responsible for setting the building back up as it was found. No furniture is to be taken outside the confines of Riverfront Hall. Any special set-up requests such as weddings, special events, and outside use must be approved by the Park Manager. NO EXCEPTIONS**
- 3. Nails, tacks, glitter, staples or any other type of object that may damage park property may not be used for decorating. Helium balloons are PROHIBITED. Candles may be used ONLY if in glass enclosures.**
- 4. The lessee is responsible for the serving and consumption of all alcoholic beverages. If you do not have a bartender, you must have designated people to be assigned as servers. You may not have wash tubs or coolers full of beer, liquor, etc. All alcoholic beverages must remain inside the building and not displayed publically. NO FREE POURS OR OPEN BARS ALLOWED!! Any public display of alcohol will result in eviction and possible arrest.**
- 5. Frying is not allowed in the kitchen. The stove and microwave should be used for heating purposes only. Grills and deep fryers can be brought in and used for your function as long as you clear set-up area with duty ranger.**
- 6. Music inside and outside the facility must be kept within reasonable limits. Music outside the facility is allowed with acoustic instruments only. All music must end by 9 PM.**
- 7. Bubbles, bird seed, and natural flower petals may be used outside of the building as long as they are cleaned up after the event.**
- 8. All functions outside of normal park operating hours are subject to a \$30.00 per hour fee and 15 day prior notice must be given. It is recommended you check with park about hours of operation. All functions must conclude by 9:00 PM, with an hour allowed for cleanup. Facility and park will be closed no later than 10 PM**
- 9. The lessee is responsible for the cleaning of the facility. This includes removing all trash, cleaning appliances, wiping down tables, sweeping, and mopping where needed. Please make sure you have enough people to help you clean the building and the area around it within the hour allowed.**

10. The facility will have to be RESERVED for the day prior if it is needed for decorating and rehearsals, arrangements can be made to come in early the day of the rental if 15 days prior notice is given. The \$30 per hour charge will apply if facility is opened before 9 AM.
11. The duty ranger can enter the facility if he/she feels it is necessary for the safety, protection, or security of the facility.
12. Smoking is not permitted inside the facility but you can smoke outside of the building.
13. Pets will not be allowed in Riverfront Hall with the exception of seeing-eye dogs.
14. The lessee will be held financially responsible for any missing items or damage to park property.

I have read and understand all policies pertaining to this facility.

Signature of Lessee_____

Park Representative_____ **Date**_____

Date of Event_____

**THANK YOU FOR CHOOSING RIVERFRONT HALL AT
GIVHANS FERRY STATE PARK FOR YOUR EVENT!!!!!!**