

RULES AND REGULATIONS FOR DRUMMOND CENTER

1. Capacity – The maximum capacity of the facility is 272 people. Seating is available for 169 people.
2. Reservations – Reservations can be made 11 months to the day in advance.

3. **Cancellations or Changes:**

30 days or less	31-90 days	91 days or more
NO REFUND	Park retains 60 % plus tax	\$100 handling fee Plus tax
	Return 40% plus tax	Remainder returned

4. Overtime – Must be scheduled at least 15 days prior to event with no refund for early departure.
5. Set Up – Your room layout sheet must be on file no later than 15 days prior to your event. It is recommended that someone from your event visit the facility a few days prior to the event to look at the set up and make any changes. If not, no set up changes will be made before the event. ****NO EXCEPTIONS**** Wedding package includes 1 set up only!
6. Tables and Chairs – Tables and chairs may not be moved for any reason during the event. If scratches or dents are caused by moving the tables and chairs, the lessee will be liable for repair costs.
7. Decorations – You can not come in to decorate Friday if you rent for Saturday only. You must purchase the Friday & Saturday Package in order to decorate for your event the day before. Please see Park staff for the Package deal. Glitter, nails, tacks, tape, or any other type of object that may result in damage to the property is not permitted.
8. Music – Music is allowed inside the facility. Park staff must approve all music set ups outside prior to the event. All music outside must end by 10:00 pm.
9. Alcohol – The lessee is responsible for the serving and consumption of all alcoholic beverages. If you do not have a caterer that serves alcohol or a bartender, you must designate people from your event to be assigned as servers. You may not have wash tubs or coolers full of beer, liquor, etc. Kegs are allowed only if they are contained in a professional keg dispensing machine and operated by a server. **NO FREE POURS OR OPEN BARS ARE ALLOWED.** Please do not let people drink and drive.

10. Parking – Please use the designated paved parking lots on the right and left side of the facility. Please do not park in the parking area in front of the facility or in the driveway in front of the facility. These parking spaces are used by other park guests and the disabled. Do not park on the grass, sidewalk, or brick wall area.
11. Smoking – Smoking is not allowed inside the facility. There are smoking receptacles located outside for guests that wish to smoke.
12. Exhibit Area – Food and drinks are not allowed in the exhibit area. ****NO EXCEPTIONS****
13. Restrooms – Wedding parties may not use the restrooms for dressing. The “board room” on the side of the main event room may be used.
14. Dancing – Dancing is allowed, but no hard soled shoes are allowed on the floor while dancing. Please ask your guests to remove these types of shoes. Hard soled shoes cause scratches and dents to the floor. You will be liable for any damage done to the floors.
15. Bubbles/Bird Seed – Bubbles, bird seed, and flower petals are allowed for use outside of the facility. The lessee is responsible for the cleanup of these items.
16. Fireplace – If you wish to use the fireplace for your event, please notify the park staff 15 days in advance. Only park staff can light the fireplace. Fireplace is only usable for the months November-February.
17. Kitchen – Cooking is not allowed in the kitchen. The stove and microwave should be used for heating purposes only. Please do not remove anything from the refrigerator or the freezer that is not yours. If you need additional room please notify park staff and they will remove what is necessary. The kitchen counters and appliances must be cleaned and the trash must be removed from the property after your event.
18. Cleaning – The lessee is responsible for cleaning the facility or having your caterer clean the facility after the event. One hour is given for clean up after the end of your event. Please make sure you have enough help to have the conference center and kitchen cleaned within that time.
19. Trash – Removal of all trash is the lessee’s responsibility. Park staff can provide trash cans for your event, but you or your caterer must provide leak proof trash bags (32 gallon or larger) and remove trash from the property after the event.
20. Park Property – If any items belonging to the park are damaged or missing, the lessee will have to pay for the repair or replacement of these items.