

PAVILION INFORMATION

SET-UP COST	\$200.00
CLEAN-UP COST	\$350.00
EACH ADD'L HOUR	\$87.50

IF WE CLEAN-UP IT INCLUDES:

MOPPING ALL FLOORS, (BATHROOM, PAVILION, KITCHEN)

PUTTING AWAY TABLES & CHAIRS

WIPPING DOWN KITCHEN & BATHROOM (INCLUDING TOILETS)

**MY MAINTANENCE MEN WILL SHOW UP AT 11PM TO START CLEAN-UP
PLEASE HAVE TABLES CLEARED BY 11:30.**

RENTER IS RESPONSIBLE FOR:

***PARKING LOT CLEAN-UP**

PICKING UP AND THROWING AWAY ALL TRASH INTO OUTSIDE DUMPSTER

**PICKING UP ANY LARGE OBJECTS OFF OF THE FLOOR THAT CANNOT BE
MOPPED UP & DRY MOPPING SO THAT FLOOR IS READY TO BE WET MOPPED
RENTER IS RESPONSIBLE FOR CLEANING THE STOVES, OVENS & GRIDDLE.**

ADDITIONAL INFORMATION

***MAKE SURE THERMOSTAT IS SET AT THE TEMPATURE YOU WANT.**

* DO NOT TOUCH ANY OF ARC'S PROPERTY THAT IS STORED IN THE BREEZE WAY OR YOU WILL BE CHARGED-YOU HAVE ACCESS FROM THE PARKING LOT TO THE KITCHEN THE REST OF THE BREEZE WAY IS OFF LIMITS.

***IF THE RENTER DOES THEIR OWN CLEAN UP IT NEEDS TO BE AS CLEAN AS WHEN THEY ARRIVED.**

*PREHEAT OVEN FOR 1 HOUR BEFORE USE

*DO NOT ADJUST OVEN TEMPATURE-YOU CANNOT PUT TEMP @ 500

*MAXIMUM CAPACITY IS 160 PEOPLE-DO NOT EXCEED THIS NUMBER

***UNDERSTAND CLEAN-UP DETAILS-ASK MAINT. DURING WALK THROUGH**

*OUR STAFF MAY NOT ALLOW **EARLY** GUESTS OR RENTERS IN BUILDING. THEY MUST WAIT FOR THE PERSON IN CHARGE THAT HAS THE KEY.

*SECOND PERSON ON CONTRACT

*STAGES MAY NOT BE MOVED AT ALL!! OR YOU WILL BE CHARGED!!!!

*NO HOT PLATES ON THE FLOOR

*THE KEY OPENS THE DOOR CLOSEST TO THE STREET, GATE & KITCHEN

*PAY ATTENTION TO WALK THROUGH INSTRUCTIONS-DON'T TURN POWER OFF AT BREAKERS!!

***DO NOT DRAG THE TABLES OR CHAIR ACROSS THE FLOOR!!!! PICK THEM UP!!!!!!

***CHILDREN MUST BE SUPERVISED AT ALL TIMES. NO CHILDREN ALLOWED IN OUR PLAYGROUND OR TO PLAY IN THE PARKING LOT.**

*REMEMBER YOU ARE RESPONSIBLE FOR YOUR GUESTS

***DO NOT PUT ANY FOOD DOWN SINK DRAINS.**

*DO NOT BLOW OUT PILOT LIGHT ON STOVE. RE-LIGHT IF THEY GO OUT

***GUM AND VOMIT CLEAN-UP CHARGE \$100.00 ***

The doors **MUST be closed at all times while music is playing**

(If there are any complaints about noise while doors are open your party can be shut down by The Arc at anytime.)

****Absolutely NO PARTYING OUTSIDE** ALL GUEST MUST LEAVE PREMISES
WHEN PARTY IS OVER AT 11PM.**

*****THE ENDING HOURS FOR THE PAVILION ARE FIRM*****