

## THS – TENT SETUP Information

Rental space on the west lawn tent pad is \$1,500.00 for a 1 evening event. No inside space is included unless additional rental fees are paid.

Tent may be erected up to 2 days before the event. Client & vendors may set-up & decorate in TENT 9:00am-4:00pm on those days & the day of the event. No security is provided overnight. All items left in the tent are at your own risk.

Access to kitchen, dock area and restrooms of building will be available to client beginning at 2:00pm on day of event.

Event should end by 10:00pm, with clean-up from 10:00p-11:00pm, unless Curfew Waiver hours are purchased. Curfew Waiver hours are \$250 each, and must be paid in advance of the event. Building and park access will be locked at 11:00pm, unless Curfew Waiver additional hours are purchased.

Tent and rented furniture MUST be removed from premises on day after or 1<sup>st</sup> business day after event preferably (unless otherwise stated in your contract), & ALL debris/trash on pad cleaned up no later than 2:00pm day after or 2<sup>nd</sup> day after event. **Penalty payment of \$500/day is due if tent, tables/chairs, decorations, lights, etc. plus trash pick-up is not completed by contracted date.**

**The Tennis Court asphalt pad on the west lawn is 60 ft x 120 ft. Two electrical outlets are available on the east edge of the tent pad. They are separate circuits of 20 amps each. Tents up to 60x120 can be erected on this site for outside receptions. City permits & fire inspections of any tent are required. No tent or table set-up may be placed in the grass surrounding the asphalt pad.**

**All set-up, including air conditioners, generators, separate catering tents, DJ or Band, etc must be contained to the pad area or the parking spaces along the cobblestone drive just north of the tent pad. No equipment, trucks, etc. may be driven on the west lawn.**

**Tents may be staked into the ground, but rental client & tent supplier are held liable for any & all damage to the irrigation & sprinkler system, landscaping, asphalt pad & sidewalks. Tent may also be secured by water barrels or sand bags. No holes may be drilled into asphalt pad for any reason. If damage occurs, or excessive clean up or repairs is required, client will be billed accordingly after the event.**

**Client furnishes the tent, all tables, all chairs, lighting & any furniture needed outside. No TGC/THS labor for outside set-up or take down is included in this contract. Access to the building's kitchen & restrooms is included only for the contract rental period for the event.**

**A Security Guard and Event Attendant will be scheduled for your event. These fees are included in the contract price.**

TGC Event Staff reserves the right to control the decibel level of amplification.

\*\*Band or DJ must be set-up in TENT facing away from neighborhood on the south,

\*\*speakers must face NORTH – away from neighborhood, and

\*\*TENT must have side walls around band or DJ area, and volume must be decreased beginning by 10:30pm.

We are in the middle of a residential neighborhood, and as such need to be good neighbors regarding loud music outside after 10:30pm.