

HAYLOFT RESERVATION POLICY

- A refundable security deposit of \$150.00 is due at the time of making your reservation (see cancellation policy). The deposit is a separate fee and not applied towards rental fees. Failure to pay the deposit in the time specified could result in cancellation of the reservation. The deposit will be refunded within four to six weeks if the facility and surrounding grounds are left in proper condition and time limits are to be adhered to as well as no other Parks Rules and Regulations are broken.
- All rental fees are due in full at the time of making your reservation.
- Fee Schedule: Rental time **must** include set-up and tear-down
 - \$300 for 3 hours Monday-Thursday only
 - \$400 for 5 hours
 - \$60 each additional hour
 - \$770 All Day rental / Wedding Fee (8a-10p)
 - \$100 night before rehearsal option (2 hours)
 - \$300 Outside performance
 - \$120 chair rental fee
- Reservations can be made by anyone over the age of 21.
- Building capacity: 180 without tables, 120 with tables. Plastic stacking chairs are available (fee applies).
- The immediate grounds are included in the rental contract. The immediate grounds shall be defined as the area within 20 feet of the building. Exterior access restrooms remain open to the general public at all times.
- All events must begin after 8:00 a.m. and end by 10:00 p.m.; to include putting away chairs (chairs must be wiped down and returned behind the curtain or will result in forfeiture of security deposit).
- Your Rental Company must make arrangements to drop off and pick up any rented items (tables, chairs, etc.) within your rental time. Arrangements will not be made outside of your rental time for drop off or pick up.
- There is a 2-hour rehearsal reservation period available for \$100. Must be after 3 p.m.
- The reserving party is responsible to adhere to all "Park Rules" (attached) and must provide adequate supervision over users of the Hayloft Theatre facility and grounds. Children must be supervised at all times.
- Rental party may provide its own self-contained sound system. Use of the theatre sound system is prohibited.
- The raised control booth on the east end of the Hayloft is limited to use by professional services such as sound or photographers.
- **Alcohol:** If alcoholic beverages are to be served, a temporary liquor liability release form is required and a copy of your Liability Insurance and must be on file with the Parks office which is due **one month prior** to your event. Failure to do this can result in security deposit forfeiture.
- The Hayloft Theatre is divided into two areas - Public and Semi-Private. **Public** areas are open to all persons attending an event, including the seating area of the Hayloft Theatre, the grounds and the public restrooms. **Semi-Private** areas include the stage, control booth, dressing rooms and mechanical room. Semi-private areas are open to persons directly involved with the event. The list of persons in this category shall be limited to: renter, persons actively involved in set-up/tear-down (only during set-up/tear-down period), lecturers, clergy and members of any wedding parties, caterers, photographers, and sound services.
- **Parking:** Guest parking is available at the Celery Flats Interpretive Center (subject to restrictions) and in the special event lot 500 feet east of the Celery Flats Interpretive Center entrance. There are nine parking spaces behind the Hayloft reserved for your rental party. When these spaces are filled do not allow others to double park or park on any grassy area or along the service drive (NO EXCEPTIONS). They may be ticketed and/or towed. The service road is **NOT** a public road and is reserved for service and emergency vehicles only. At no time shall any car park or drive on the lawns, nor shall any car block the fire lane. Any cars left overnight in the Celery Flats or special event lots, past the rental period, may be locked-in and ticketed.
- The Hayloft Theatre is located in a public park. Renters and their attendees shall respect people enjoying other sections of the park and property owners bordering the park. The City of Portage is not responsible for the actions of persons in the park. Loud music or excessive noise is not permitted after 10:00 p.m.
- Decorations may not be nailed or stapled in any way to the building. All decorations must be removed prior to leaving.



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- Canopies: Renters may have canopies professionally installed and taken down by insured local vendors subject to the following guidelines:
 - A \$50 service fee and \$100 refundable security deposit are required at the time of park facility rental.
 - Renters are responsible for confirming canopy location with Parks Department staff and set-up/removal times and vehicle access policy with canopy vendors. Park facility and underground utility damages will be withheld from the \$100 security deposit.
- Confetti, rice, poppers, birdseed, etc., helium balloons are not permitted.
- Place beer kegs, wine, etc. on ice on the floor with an absorbent mat to catch the excess water as the ice melts.
- No animals (NO EXCEPTIONS) inside the Hayloft Theatre during your rental period.
- In compliance with State law, smoking is prohibited within 20 feet of the Hayloft Theatre and inside the building. Smoking urns for use by your smoking guests (outside only) can be provided with advance request.
- Sterno heat for keeping food warm is allowed.
- Open flames are not permitted. Please use battery operated tea lights if desired.
- If you remove the stacking chairs from the building you are also responsible for returning them to the same location behind the curtain before you vacate the premises. Failure to return chairs to proper location will result in forfeiture of security deposit.
- If grilling, all grills must be in one of the nine asphalt parking spaces behind the Hayloft.
- The rental party is responsible for picking up all trash (inside and outside the facility) resulting from your event. Please place all trash in plastic bags, tie and leave outside the facility parking lot exit door prior to departure.
- The curtains may not be tied back or have any alteration of their position, they are easily damaged and could result in forfeiture of the security deposit.
- City equipment to prep for your event (hammers, ladders, etc.) is prohibited. Please plan accordingly.
- Sweep floors prior to vacating the facility.
- Rental parties may post directional signs for guests, however, all signage must be removed immediately following event completion. All sign mounting devices must be above ground. Sign mounting stakes are not permitted to be put into the ground at any of the facilities.
- The City of Portage is not responsible for lost or stolen property during rental period.
- Rangers will unlock the building prior to your rental time. Should you require assistance during your rental please contact a Park Ranger at (269) 998-7522.



CANCELLATION POLICY: The security deposit is Non-Refundable once made. Rental fees will be returned minus a \$10 administration fee, if canceled before 1 month prior to your event any later cancellations will result in 100% forfeiture of the rental fee. In the event of inclement weather such as rain, thunderstorms, tornado warning, (warm temperatures do not count as inclement weather), every effort will be made to reschedule your reservation if desired (excludes all indoor facilities); otherwise, the cancellation policy will determine the amount of refund.

RESCHEDULING POLICY: Renters will be allowed to reschedule a reservation for indoor buildings up to 2 weeks prior to their original rental date if another date is available. This reservation must be completed by November 1 of the current year. A \$50 rescheduling fee will be required to be paid prior to the schedule change.