

## GENERAL RULES & GUIDELINES

- All activities shall be conducted in a manner so as not to interfere with other events or activities on or near the facility and may not interrupt or interfere with the quiet enjoyment of others, including residential neighbours of the facility.
- Festivals, carnivals, outdoor concerts or other potentially loud events must be fully disclosed when booking the event.
- Smoking is prohibited in all Township of King buildings.
- Propane barbecues are acceptable outside but are not supplied by the Township. Charcoal BBQs are prohibited in Township parks and on facility property.



## SET-UP/CLEAN-UP & KITCHEN USE

- The rental customer is responsible for the setup and take-down of the event. The facilities must be returned to the original condition in which they were rented.
- All tables and chairs must be wiped down after use and returned to the proper storage area from which they were borrowed; please lift them to avoid marking up the floor.
- Kitchen, stove, refrigerator, counters and sinks must be wiped clean.
- All grease laden cooking requires the use of hood vent.
- Remove all food, beverages and decorations.



- \*Garbage bags are supplied. When full they are to be removed to the dumpster/garbage bin located outside.
- Cold Creek Conservation Area: Dumpster located behind the Barn
  - Kettleby Pottageville Lions Hall & Pottageville Pavilion: Dumpster near property entrance
  - Nobleton Community Hall: The dumpster is next door, behind the EMS station

**Fire Safety:** Make a note of all exits. Do not block exits with tables or any other objects. Make a note of where the fire extinguishers are located. Do not use fire extinguishers to hold open doors.

## DECORATIONS

- **Nails, screws, staples, or tacks** should not be used on the doors, windows, walls or ceilings of the facilities.
- **Masking tape or sticky tack** is allowed but must be removed at the end of the event.
- Use of **ladders** more than three steps high for placing decorations is strictly prohibited.
- **Candles** are permitted if they are used on a birthday cake or fully enclosed in a non-flammable container.
- **Helium balloons** are permitted provided they are securely anchored.
- **Confetti** is not permitted for indoor or outdoor use.



## ALCOHOL

- Wine, beer, or alcoholic spirits cannot be served or consumed unless the required paperwork has been submitted to the booking clerk; **Special Occasion Permit**, a signed copy of the **Township of King Alcohol Management Policy**, a **list of smart-serve bartender(s)** with their certification numbers and a **Certificate of Insurance** naming the Township of King as additional insured and in the minimum amount of \$2,000,000.00.
- Smart Serve Requirements: 1-60 guests: 1 certified bartender / 61-100 guests: 2 certified bartenders
- Alcohol is only permitted inside the facility that has been approved and is not to be taken outside without special permitting, fencing, etc.

