



# WATERHOUSE PAVILION AT MILLER PLAZA

## WATERHOUSE PAVILION AT MILLER PLAZA PRIVATE RENTAL INFORMATION

Updated September 2017

### RENTAL APPLICATION

An organization or individual (hereinafter referred to as “the Licensee”) wishing to use the Pavilion must submit a written request detailing the proposed event and technical requirements, and must specify the date(s) and time(s) desired. The basic fee covers use of the Pavilion, including the restrooms, dressing rooms and catering prep kitchen in the main building, and full access to the Plaza. The rental fee also covers the use of the 4 TVs in the pavilion and the use of 31 bistro tables, 125 metal chairs, 20 6ft. rectangular tables, 10 highboy tables, 20 5ft. round tables, 200 white chairs, 2 4ft. round tables and 2 farmhouse style wood bars. Your rental fee also covers security for your event, chair setup, event insurance and a day of venue coordinator to help with initial setup. Parking is not included.

### RENTAL FEES AND CONDITIONS

- \$3,550 for Saturday Rentals - All day rental from 9am–11pm
- \$3,150 for Sunday Rentals - All day rental from 9am–11pm
- A Saturday or Sunday rental for the client who wishes not to have an all-day rental, a hourly rental rate of \$300 per hour with a rental minimum of four (4) hours is available.
- \$200 per hour for a Monday through Thursday rental with a four (4) hour minimum
- \$300 per hour for a Friday rental with a four (4) hour minimum
- Rented hours include setup and cleanup time.
- Upon execution of signing the rental contract, and in conjunction with the down payment, the Licensee will deposit the sum of \$600 to the Manager, which is to be held as collateral security. In the event that the client adheres to the rules and regulations of this contract, the property is left in the condition that it was found, no damage is done and the client stays within their rental hours, the Manager will mail a \$600 check to the Licensee the week after their event.

### ALCOHOL

The serving of alcohol is permitted for private events, under the following conditions:

- Events with an OPEN BAR— require a bartender who is ABC certified
- TICKETED EVENTS or events with a CASH BAR— require that the Licensee hire a vendor with a mobile liquor license.
- There is no glass allowed in the pavilion. Beer must be in kegs or cans. Wine and liquor must be served in plastic containers.

### CANCELLATION/REFUNDS

The rental deposit (50% of full fee) is 50% refundable if Licensee cancels in writing a minimum of thirty (30) days prior to the scheduled event. The full amount (100% of full fee) is 50% refundable if Licensee cancels in writing less than thirty (30) days prior to the event. The cleaning deposit will be 100% refundable in the event of cancellation. Date changes will be treated as cancellations.

The manager reserves the right to cancel an event if weather conditions threaten safety. Every effort will be made to reschedule the event at a time to suit Licensee, but if canceled by the Manager the fees charged will be 100% refundable. Manager will not be held accountable for any of Licensee’s additional expenses caused by a cancellation under such circumstances. No fees shall be refundable due to cancellation as a result of failure to comply with the policies outlined herein.

### ADDITIONAL USE REGULATIONS

Licensee must hire at least 1 of the following to be onsite during the duration of their event: professional and licensed wedding planner/coordinator, professional and licensed caterer/restaurant or a professional event staffing company.

READ THE ENTIRE LIST OF REQUIREMENTS AT:  
[WWW.WATERHOUSEPAVILION.COM](http://WWW.WATERHOUSEPAVILION.COM)