

All vendors and renters are required to load and unload items at the back of the building. All driveways must remain clear of vehicles at all times, particularly the front horseshoe drive. This is per order of the City of Winter Park to allow emergency vehicles access at all times.

Catering may back their truck directly in line with the kitchen door and it may remain there. Other vehicles will unload at the back patio and then park their vehicles in the upper lot. Furniture delivery may use the front drive for a temporary period of time to access the south walkway leading to the patio and lawn areas.

The following rules are listed in the contract:

The Renter, vendors, and all guests must vacate the premises **no later than 11pm**. The city of Winter Park strictly enforces the noise ordinance.

Only licensed and insured professionals are allowed to provide services at the leased premises. The Renter is responsible for the conduct of their hired vendors on premises. Specific rules apply to catering as follows:

- The Renter must provide the name of the caterer for the event to the FFGC representative no later than 60 days prior to the event along with proof of their current license and insurance.
- **Only catering staff are allowed to use or be in the kitchen.**
- Propane, grills, deep fryers, and fire pits (for any reason) are not allowed indoors or out.
- **Catering staff must be on property for the duration of the event.**
- **No 'Take-out' food or home cooking.**

All trash must be bagged and taken to the dumpster provided on property at the conclusion of the event.

Furnishings are not to be left outdoors overnight.

The interior and outdoor spaces may be decorated using only magnets, chenille wire, and ribbon as attachment. No nails, drills, hooks, tacks, tape, staples, double-sided tape or any other form of adhesive on the walls, floors, doors, fixtures or ceiling of the Leased Premises, nor to trees, garden structures or furniture.

Candles may be used indoors, in the reception room only, providing they are set inside heat resistant glass containers which extend higher than the candle flame and are intended for the purpose. No open flame is allowed. Only battery or electric candles may be used outdoors.

No rice, seeds, silk petals or confetti or sparklers. No dance wax, corn meal or sand, etc. are to be used on the floors of the Leased Premises or out of doors. The Renter may use bubbles or fresh flower petals.

Fireworks are strictly prohibited.

Alcoholic beverages may be served, but not be sold

NO SMOKING in or on any part of the Leased Premises

Occupancy of the Leased Premises is limited to a maximum of 99 persons.