

# PEDRO POINT FIREHOUSE RENTAL GUIDELINES

Dear Renter,

Thank you for booking your event with us. To ensure that the Firehouse will be as ready for the event following yours as it is for your event, we ask your cooperation with the following guidelines. You are completely responsible for the Pedro Point Firehouse during your rental time. You must make certain that the building is left clean, and in the condition that it was originally in, to insure full refund of your deposit.

## **PLEASE FOLLOW ALL OF THE CLEAN-UP REQUIREMENTS LISTED BELOW :**

1. **TRASH AND RECYCLE\*\*\*\*\*THIS IS VERY IMPORTANT\*\*\*\*\***WE PRACTICE RECYCLING AT THE FIREHOUSE. PLEASE SEPARATE ALL TRASH FROM RECYCLABLE MATERIALS. Please put trash bags in the trash containers located in the blue garbage housing outside by the front sidewalk. Make sure the doors on the refuse container are closed and locked securely. This will keep the raccoons from making a big mess. If you use more than 3 trash cans, \$4.00 per additional can will be deducted from your rental deposit.

RECYCLE -- ALL RECYCLABLE CONTAINERS: (GLASS BOTTLES, ALUMINUM CANS, PLASTIC BOTTLES AND CARDBOARD) MUST BE COLLECTED IN THE COLORED RECYCLE CONTAINERS LOCATED ON THE DECK.

There are smaller blue recycle cans inside the hall for use during the event, but these MUST be emptied into the larger outside containers. A \$50 FINE MAY BE ASSESSED IF RECYCLABLE MATERIALS ARE NOT SEPARATED FROM GARBAGE!! We appreciate your help to reduce waste and help keep our environment clean. Do not leave any debris on premises or the grounds outside of the building.

2. Smoking in the hall is prohibited. Please make sure that ashtrays are placed in front of the building and on the deck. Make sure that the deck and the sidewalks are swept clean of leftover butts when you leave. Ashtrays should be dumped into the trashcans and replaced inside the hall.

3. Remove all decorations, ribbon and tape from the walls. Please use only masking tape for easier removal and do not use tacks or staples in the walls.

4. Acoustic Panels: The PPCA has upgraded the hall acoustics with the installation of blue acoustic panels located on the walls of the Firehouse. These panels help with noise reduction and echo suppression, thereby improving the experience of conversation and music. Please take care not to touch, disturb, remove, decorate over, or manipulate these panels.

5. The floors and stage: Our hardwood floors are a great asset. Please make sure that objects are not dragged across the hardwood floors. Lift and carry objects during set up and clean up. Sweep all floors and mop up any sticky areas with a damp mop. Use as little water as possible on wood floors.

6. Restack all folding chairs in carts carefully as described inside the front of each cart. Tables should be wiped clean and replaced in the rear of the carts. Carts are very heavy so please use caution when moving them. Please push them slowly to not bump the sides. Neatly stack non-folding wooden chairs in 'twos' on the stage.

7. Check restrooms for cleanliness: remove paper from floor, turn faucets off, toilets must be flushed and the water not running, lights turned off. (The light switch is near the thermostat on the wall behind the bar.) Please report any problems that you have with the bathroom plumbing.

8. Kitchen area: wipe all counters and make sure that sinks are clean. Remove ice and food from the freezer. Remove food and beverages from the refrigerator. Wipe splatters and make sure the freezer and refrigerator doors are completely shut.
9. Turn off all light switches completely until they “click”. Make sure that the thermostat is set to ‘OFF’.
10. For the consideration of neighbors, please keep the side door closed after 10:00 pm if music is used.
11. The driveway across from the Firehouse playground is private. Please do not park, or congregate, in the driveway area.

PLAYGROUND CURFEW IS 9 PM. PLEASE ADVISE GUESTS TO COME INSIDE AFTER THIS TIME.

ANY DAMAGE THAT OCCURS DURING YOUR RENTAL TIME WILL RESULT IN DEPOSIT DEDUCTIONS OR FORFEITURE. NON-SCHEDULED OVERTIME WILL RESULT IN PARTIAL DEDUCTION OF DEPOSIT.

THE BUILDING MUST BE QUIET BY 10 PM AND VACATED BY MIDNIGHT.

We thank you for your consideration.

#### **QUICK CHECK LIST:**

1. **RECYCLE** — separated from trash, put in colored containers outside. Trash gathered in bags and put in cans inside of garbage housing by sidewalk. LOCK DOORS OF GARBAGE HOUSING.
2. **ASHTRAYS** — empty, clean and replace inside.
3. **FLOORS AND STAGE** — sweep, wipe or mop sticky spots. PLEASE DON'T DRAG FURNITURE ACROSS FLOORS.
4. **TABLES & CHAIRS** — wipe and replace in carts below the stage. See inside the front of the carts for descriptions of contents. Caution: the carts are very heavy.
5. **RESTROOMS** — pick up paper, flush toilets, and turn off faucets and lights.
6. **KITCHEN** — Wipe all counters. Remove ice and food from the freezer. Remove beverages and food from the refrigerator. Close refrigerator and freezer doors completely.
7. **POWER** —Turn lights completely out and thermostat off.
8. **DECORATIONS** — completely remove decorations and ensure that walls are free of tape.
9. **OUTSIDE** — leave clean and free of debris and cigarette butts.

WE HOPE YOU HAVE A VERY PLEASANT EXPERIENCE AT THE HISTORIC PEDRO POINT FIREHOUSE. ENJOY YOUR MEMORIES!