

Thank you for booking an event with us here at Bass Lake's Conference Room. We can't wait to see you! This packet contains lots of helpful information and policies to make sure that your event is bass-tastic! Should you have any questions or concerns prior to your event, please reach out to:

Cameron Becigneul (919)567-4735 cameron.becigneul@hollyspringsnc.gov

Things to Remember

- Rental time must include decorating and clean up time. You will only have access to the room during your rented times.
- All rentals include indoor tables/chairs set-up and AV equipment.
- Additions, changes, and/or cancellations to your event must be made in writing to the email address above within a minimum of two weeks, if not sooner, from the date of your rental.
- All deposit refunds are processed on the 1st business day of the following month of your rental.
- Must include after-hours staffing fees starting at Park close (closing times can be found later in this document).
- If additional hours are required outside of the package times, they will be charged at our regular hourly rate.
- *Alcohol considerations: Must have Officer request form with the rest of the required paperwork back at the park no later than a month prior to the scheduled event. Alcohol may not be served on the deck; it must be served in the room. All serving and consumption of Alcohol must CEASE one hour prior to end of rental. Hard liquor (more than 16% alcohol content) is not allowed on Parks and Recreation facility premises.*
- A Holly Springs Police Officer is **REQUIRED** if alcohol is served and must be on site from the time alcohol is brought on premises until the end of rental.
 - Off-Duty Officer fee: separate payment directly to Officer at time of event with cash or check.
- Resident is defined as an individual or business that resides within the Municipal Town Limits of Holly Springs and pays Holly Springs taxes and/or utilities. Non-Residents may not use a Resident to obtain Resident Rates. Renter must be on-site for entire event.

Room Layout Sheet and General Room Information

The room layout template is a to-scale representation of the Conference Room. Renters can copy and paste the tables into the room for a fully custom layout. The table shape does include room for the chairs already, so shapes can be placed directly next to each other and still be comfortable. Sizes of the table itself can be found under its description. Once your tables are placed, you can notate

how many chairs per table you would like by changing the number in the middle of the table.

Please note the location of all doors when considering your layout as it is against fire code to block all exits. You may block a few, but not many. Also note where electrical outlets are notated if you have a need for electrical outlets. The TV screen is located in between the men's and women's room on the wall and can be accessed via the HDMI plug-in within the wall. The plug-in for the AV equipment (HDMI for TV, sound system) are located in-between the women's room and the storage closet on the wall. The room has the capacity for 80 people to be comfortably seated in the room. If you rent the deck as well, the capacity is increased to 150 as a mingle style event.

The room layout sheet is needed back *two weeks* before your rental. You can drop it off in-person at Bass Lake during normal business hours, or you can email us a digital copy. If we do not receive your room layout sheet in by then, we cannot guarantee a personalized configuration. Instead, we do guarantee that every event will be set up to seat the number of people disclosed at booking.

Parking

The Bass Lake Park parking lot has fifty-four (54) spaces with an additional three (3) handicap parking spots near the front of the lot (two on the right and one on the left when driving in). Should you notice that the lot is getting full, please alert a Park Assistant within the Nature Center. The staff member will go out there and park cars in extra spaces within the bus lane. Please do not do this on your own, Park staff will be more than happy to assist and make sure you don't miss any of your rental.

Once that fills up, guests of your rental will have to proceed to the Picnic Shelter parking lot that has twenty-nine (29) parking spaces with an additional two (2) handicap parking spaces near the Shelter itself. Proceed out of our lot, make a right onto Bass Lake Rd, and the second driveway on your right will be the Picnic Shelter. It is approximately a quarter mile walk from the Picnic Shelter to the Conference Room with a slight incline in places. Those cannot make this walk should be dropped off in the main lot and have someone else take their car to the Picnic Shelter.

Carpooling is always recommended as parking spots cannot be reserved during your rental.

Deck Access

While your rental does not currently have the deck rented, that does not mean that it cannot be enjoyed during your rental. When the deck is not rented, it is

considered a public space that both Park visitors and renters may enjoy and use at the same time. Renters may not ask the general public to leave the area, nor can renters use the deck space for any use specific to the rental including but not limited to storage of items and décor or furniture. If you would like to have the deck area as a private space for your rental, please reach out to Cameron to discuss pricing a minimum of two weeks prior to your rental date. A map can also be provided upon request to clarify the boundaries of the deck when rented.

Food Truck Policy

Renters are allowed to have **one** food truck present for their rental with prior approval from the Park Manager. The food truck operator and/or owner must provide the renter as well as Park staff with a copy of their MFU and/or their most recent sanitation rating. The truck must be self-contained, meaning it does not need water or an electrical hook up. A generator may be used as long as it is a “whisperlite” generator. No other generators will be allowed. The renter must also ensure that their guests are the only ones receiving food (i.e. no Park patrons). The food truck may not arrive early or stay later than the time of your rental.

Rules of the Room

Please refer to the documents attached to your original booking confirmation email receipt from the Town of Holly Springs.

Alcohol Policy and Information

The Holly Springs Police Department will provide an Off-Duty Police Officer for events at Parks and Recreation facilities that serve alcohol (beer or unfortified wine) upon request. The rate for an Off-Duty Police Officer is forty dollars (\$40.00) per hour, with a three-hour minimum, effective July 1, 2010. This requirement is in accordance with Town Ordinance 04-10, Section 8-1002, Drinking in Public. Parks and Recreation facilities are public and public consumption of alcohol is not allowed in areas other than those designated for private rental events.

The Officer will report to the Park at the scheduled time wearing a Police Department issued uniform appropriate to the event. The total due is paid directly to the Officer by the requesting party upon *arrival* at the event via cash or check. The Officer must be on site prior to any alcohol being served or consumed. The Officer will monitor the guests and ensure that Town property is not damaged. **ALL consumption and serving of alcohol must cease at least one (1) hour prior to the end of the rental. The Officer is to remain on the premises until ALL alcohol is**

removed and until the end of the rental for that day. The renter or designee is required to remain on premises until the end of the rental for that day.

If an Officer is contracted to be at an event from 6:00pm until 12midnight, that equals six (6) hours at forty dollars (\$40) per hour totaling two hundred and forty dollars (\$240). If the event ends early for any reason, the Officer will still be paid for the scheduled time they were booked. For example, if an Officer is scheduled for the rental from 6:00pm until 12 midnight at the renter's request, and the renter decides to end the event at 10:00pm, the Officer will still be paid for 6:00pm until 12 midnight.

Beer and unfortified wine are allowed (under 16% alcohol content). **Hard liquor is not allowed on Parks and Recreation facility premises.** *No alcohol may be served on the deck at Bass Lake Park. Serving must take place in the room but consumption is allowed in the room and on the deck, if the deck is rented.*

In order to book any event with alcohol at Bass Lake Park, the renter will need to fill out a "Request for Off Duty Police Officer" form that Bass Lake will send to the Police Department. The renter will then be contacted by a Bass Lake staff member once we have the Officer's name. This is typically released the beginning of the month of your event. Hourly rate for the Off-Duty Police Officer is \$40.00, which is to be paid to the Officer assigned to the event on the night of the event via cash or check.

Please note that if alcohol is to be served during a Wedding Package Rental at Bass Lake Park, the Officer must be present at the start of serving alcohol and the Officer must stay until the end of the rental for that evening. If the renter has planned a rehearsal dinner on Friday and the wedding and reception on Saturday and intends to serve alcohol on both nights, an Officer must be secured for both nights.

Cooperation with this requirement for serving alcohol at Parks and Recreation facilities is very much appreciated. The Staff of Holly Springs Parks and Recreation Department and Holly Springs Police Department want this event to be successful and pleasant.