

Lake Guntersville State Pavilion Policies 2019

***Please read the policies below and any BEO (banquet event orders) attached. By signing, whether mailed, faxed, delivered, or DocuSign, the renter agrees to all of the following:**

1. All fees are due at the time of booking. We accepted cash, credit card, money order, or check made out to Lake Guntersville State Park (no counter checks).
2. The customer signing must be at least 21 years of age, responsible for the rental, and present at the facility from the start to end time listed on the BEO.
3. Pavilion rentals at the beach complex are subject to parking fees. It is the responsibility of the renter to communicate with their guests that the group name or code must be given to the attendant, to receive a discounted rate of \$5.00 per vehicle (we encourage carpooling). Overnight registered guests are only required to have parking pass in dash to enter.
4. A Lake Guntersville State Park attendant will meet with the renter upon arrival time and throughout the event to address needs and to assure the following:
 - a. The pavilion is clean prior to your rental start time.
 - b. Restrooms are clean and stocked with supplies throughout your rental.
 - c. Monitoring of the rental to ensure the rules are followed.
 - d. Available to assist if problems arise with the facility.

If assistance is needed and the park attendant is unavailable, call the Country Store at (256) 571-5455. If after hours, the front desk at the Lodge (256) 571-5440. If no answer please call Heather at 256-486-8071.

5. The contracted rental time must include the time necessary for set-up, the event, clean-up prior to and after the rental, and adhere to the following:
 - a. **Set-up:** The use of nails, tacks, staples, putty substances or duct tape is not permitted to attach materials to any part of the facility. Masking tape, command strips or scotch tape **ONLY** is permitted for decorating purposes as long as it is completely removed after the event. The use of helium balloons is allowed as long as they are disposed of properly after the event. This includes removing them from the ceiling, signs in the park, etc. Due to the impact on the environment balloons are prohibited from being released. Only dripless candles are allowed and are subject to the approval of Lake Guntersville State Park Office; must be extinguished immediately following the event.
 - b. **Clean up:** Clean-up must include removing all decorations and arranging the picnic tables back to its original design. All trash should be placed in garbage receptacles. If receptacles are unavailable, garbage bags must be deposited at dumpster by Campground Store. The attendant on duty will provide the rental with garbage bags. All garbage and cigarette butts must be picked up and removed from the pavilion area. All directional signs to the facility must be removed; subject to \$50 clean-up fee.
6. It is **unlawful for any person to sell or offer for sale merchandise for profit** in Lake Guntersville State Park without express written permission from the Park Superintendent. Vendors are prohibited from selling at any Lake Guntersville State Park without proper permits and agreements; these are attainable at the park office and must be **final** 2 weeks prior to event.
7. Nonprofit groups must submit in writing and have prior approval to rent a facility for fundraising activities at a discounted rate.

* Pavilion policies communicate rules and information. It should be understood that this does not serve as a contract. Confirmation of rentals are only complete upon signed policies, BEO's and total payment.

Contact Heather for booking: (256) 571-5455 or (256) 486-8071

Heather.McCann@dcnr.alabama.gov

Revised September 2019 HM

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8. Rental events for a minor (i.e. teen parties, graduations, etc.) must have adult supervision. A ratio of 1 adult per 10 minors is required. A minor is defined as any person under the age of 18 years old.
9. Grills, food trucks, drones, metal detectors, bouncy houses, etc. must first be communicated with the Park Office and approved before utilizing.
10. Food Service: Approved pavilion rentals are allowed catered services from off-property & prepared foods may be purchased and brought in. All fires must be contained in grills. No deep fryers are allowed. Lake Guntersville State Park will designate an area where additional grills may be placed. Dumping of hot coals in trash cans or in wooded or grassy areas is prohibited.
11. Pavilion **rentals include** the exclusive use of the pavilion, kitchen at the beach pavilion, lights, electricity, and picnic tables at the pavilion. This **does not include** the general area surrounding the pavilion, parking lots, playground, or the exclusive use of the restrooms at the Beach Pavilion which are open for public use.
12. Lake Guntersville State Park staff has the authority to cancel the rental event at any time for any reason deemed necessary including any rental guest(s) or invitee displaying improper conduct.
13. **Cancellation/Refund Policy** No refunds will be issued due to inclement weather on the “day of” rental. If an emergency cancellation call is made prior to the rental, it can be rescheduled at a later date. Once emergency criteria have been met, a credit will be issued by Lake Guntersville State Park and will be good for a year from the original rental date.

Refunds for rental cancellation will be issued according to the following schedule

<i>Cancellation received in writing (email or fax)</i>	<i>Refund amount</i>
30 days or more prior to rental date.	100% Rental Fee - \$25.00 Processing Fee
29-15 days prior to rental date.	50% Rental Fee
14-8 days prior to rental date.	25% Rental Fee
7 days prior to rental date.	0% Rental Fee

14. All guests must comply with **park rules and regulations**; available at www.alapark.com in the about section or linked in the email.
15. The Beach Pavilion fire pit must be purchased at the time of your reservation: \$75.00 for first load of wood and \$25.00 per additional load stacked next to the fire ring. Guests are responsible for lighting their own fire during their rental and should supply the necessary items to do so.

2019-2020 Pavilion Rates					
Pavilion	½ day rate	Time	Full Day Rate	Time	Hourly
Buckeye	\$108.00	9a-3p OR 4p-10p	\$155.00	9a-10p	\$16.00
Beach	\$242.00	9a-3p OR 4p-10p	\$361.00	9a-10p	N/A
Earwood	\$95.00	9a-3p OR 4p-10p	\$140.00	9a-10p	N/A

Renters Signature _____ Date _____

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