



Nathanael Greene Lodge **at Veterans' Park**

Rules and Regulations

Thank you for choosing Nathanael Greene Lodge to host your upcoming event. In the interest of maintaining our facility, we ask for your cooperation and compliance with the following rules and regulations.

1. All deposits must be paid in full at the signing of your contract with Nathanael Greene Lodge at Veteran's Park. All checks are to be made payable to Green Township. Please record the event name and date in the memo portion of your check. The balance of all fees must be paid one month prior to the event date. If at any time cancellation of this Contract should occur the deposit and any pre-paid portion of this contract will not be refunded. If cancellation of this contract occurs within thirty (30) days of the scheduled event, the entire rental fee and any payments to Green Township will not be refunded. Cancellation requests must be submitted in writing.

***Note:** The Green Township Board of Trustees sets all rental rates and deposits. Waivers or modifications to our rental contract must be approved by Resolution of the Green Township Board of Trustees. Rates quoted prior to the signing of your contract are subject to change at the discretion of the Green Township Board of Trustees. Events can only be contracted one year prior to the date of the actual event.*

2. Nathanael Greene Lodge at Veteran's Park has four rental spaces, two kitchen areas, and an upper and lower lobby area. These spaces are designated and limited to the contracted areas. All other spaces are off limits with respect to other guests contracted to use the facility.
3. The Continental Ballroom, Concord Boardroom, West Point Room, and Mulberry Room are all to be rented for a four-hour period. Additional time requested will be charged at a rate of \$50.00 per hour.
4. The proper identification regarding proof of non-profit and resident status must be produced upon signing of your contract.
5. Liability Insurance in the amount of \$300,000.00 must be obtained to cover your guests in attendance. Proof of Liability Insurance must be produced no later than two weeks prior to your event. A letter of intent from your insurance company must be made available upon the signing of your contract with Nathanael Greene Lodge at Veteran's Park. We must have the original insurance coverage stating your name, Nathanael Greene Lodge at Veteran's Park, and the date of your event. A copy does not constitute proof of the required coverage.
6. All contracted rooms will be made available for deliveries, and set up of decorations and equipment two hours prior to your event. If additional time is requested the Lodge Director will need to be contacted two weeks prior to your event or at the time your contract is signed.
7. Decorations must be approved by the Lodge Director one month prior to your event. Only non-damaging means may be used when attaching decorations to the ceilings, walls, windows or beams. NO PUSH PINS or TACKS PLEASE! There shall be no open flames. All candles must be completely contained on a non-flammable base. Confetti, rice, or birdseed or like items are prohibited, unless the Lodge Director gives permission and a cleaning fee has been predetermined. In the event these items are used without permission, the cleaning and/or repair costs will be billed to the client at the discretion of the Lodge director.
8. All vendors must be approved by the Lodge Director and have proper proof of permits, licenses, and insurance provided to the Lodge Director two weeks prior to your event
9. Damages or Repairs exceeding the amount of the contracted payments will be the responsibility of the rentee.
10. Liquor permits may be needed for your event. Please read the attached information regarding obtaining a Temporary Liquor Permit. We highly recommend the use of our contracted Beverage Service Company :Bars On Wheels to handle this aspect of your event if you are not already contracted to take advantage of our package pricing.
11. This is a NON-SMOKING FACILITY! Smoking or the use of a grill on the premises is not permitted. Damages from smoking or the use of smoke related items would be the responsibility of the Rentee for payment to Green Township. Smoking of legal substances is only permitted outside of The Nathanael Greene Lodge where smoke urns are provided.

Thank you for your cooperation. Green Township and Nathanael Greene Lodge are proud to offer such a facility to our community. The respect you show in abiding by these terms is important to our continued success in serving the community. Please contact the Lodge Director with questions regarding clarification of these rules and regulations.

Katherine M. Koch
Lodge Director