



**Vermilion on the Lake Historic
Community Center**

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Owned & Operated by
The Vermilion on the Lake Historic Community
Center Charitable Trust, Inc.
A 501(c)(3) tax exempt organization

We are very proud of our old log building, built in 1919. It has great character, and we ask that you respect our efforts at restoring it to pristine condition. We are all volunteers working to preserve "the Clubhouse", and all proceeds from our rentals go towards restoration, so your consideration in using it for your celebration will be greatly appreciated.

PLEASE FOLLOW OUR RULES and PROTECT OUR HISTORIC PROPERTY:

1. **No Open Flames.** No lit candles of any kind and no fire in the fireplace (by order of the Fire Marshall). **NO SMOKING (including Vape and E-Cigarettes)** in this historic log building. No sparklers, smoke bombs, fog, haze, etc anywhere on the property.
2. **The rental rate includes the rental of the hall, as well as the available tables and chairs.** All other items including catering, decorations, table and chair setup, security, and the bar, are your responsibility.
3. Our ancient building can't tolerate the use of staples, tacks, nails, screws, adhesive or anything that will deface or damage the beams or walls. They are old and historic! All decorations must be free standing and all decorating accomplished from the floor level. **Nothing** can be **ATTACHED** to the walls of the Clubhouse.
4. Access to the West Yard for any reason is by **"Gazebo" contract addendum only**. If your party gains access by any other means, your Security Deposit will be forfeited.
5. **Your party rental is limited to a 7 hour block** beginning at the arrival of your guests. You will have **access as early as 8:00 AM the day of your rental** for room setup, decorating and catering setup only. Please coordinate with us for specifics.
6. **We tear down and clean up the SAME night as your event.** Therefore, anything you brought needs to leave with you prior to midnight, which includes caterers and DJ's equipment. A \$100 fee will be deducted from your deposit if these guidelines are not followed.
7. Please be especially kind to our vintage plumbing. **Please scrape food/grease etc into the Trash.**
8. Our caretaker will be on the property during the hours of your event to monitor trash and restrooms. **Caterers & bartenders should empty their trash in the dumpsters** and leave the kitchen and bar area clean and organized. Please have the caterers / bartenders break down the boxes. Unfortunately, our trash provider no longer handles recyclables. Therefore, recyclables should either be taken with you or put into the trash dumpsters.
9. When booking a **2-day rental** with a set-up/rehearsal day, the set-up day is **limited to 7 hours and no later than 9:30 PM**. We will coordinate with you to determine the times that you'll have access to the Clubhouse for the ceremony rehearsal, rehearsal dinner, or "finishing touches".
10. The facility is under **24 Hour video surveillance**.

We thank you for supporting our efforts. Please accept our congratulations in advance. We hope you and your guests enjoy the use of this Historic facility.

-VOLHCC Board of Trustees