



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.

### **FOLLOWING ARE OUR GENTLE RULES:**

1. If you and your party are not prepared to treat this century old building with the respect it deserves, we would respectfully ask that you find another venue. The only reason we rent it, is to provide funds to improve it. If you do not believe you can leave it in the same condition you found it, grounds included, this is not the place for you.
2. **No Open Flames.** No lit candles of any kind and no fire in the fireplace (by order of the Fire Marshall). **NO SMOKING** in this historic log building. **This includes Vape and E-Cigarettes.** No sparklers, smoke bombs etc., anywhere on the property.
3. **We only provide the venue, with access to specified tables, and chairs.** All other items including catering, decorations, table and chair setup, security, and the bar, are your responsibility.
4. **No Nails, Staples, Tacks or Adhesives; Nothing** can be attached to the Clubhouse. Decorations must be free standing and all decorating accomplished from floor level.
5. 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.
6. **Your party rental is limited to a 7 hour block.** You have **access** as early as 8:00 AM the day of your rental for room setup, decorating and catering **setup only.** Additional time is purchased via the Rental Agreement.
7. **We Tear Down and Clean-Up the same night as your event .** Therefore, anything you brought with you, needs to leave with you that evening, which includes caterers and DJ’s equipment. **All tables must be free of debris,** all solids and liquids must be collected and properly disposed of. A \$100 fee will be deducted from your deposit if these guidelines are not followed.
8. Please be especially kind to our vintage plumbing. **Please scrape food/grease etc. into the trash, not the sink.**
9. A representative will be available during the hours of your event to monitor trash and restrooms. **Caterer / Bartenders should empty their trash in the dumpsters** and leave the kitchen and bar area, neat, organized and free from spills. Unfortunately, our trash provider no longer handles recyclables. Therefore, recyclables should either be taken with you or put into the trash dumpsters. Please have the caterers / bartenders break down any boxes before disposal. Again, non-compliance will result in a \$100 deduction from your deposit.
10. When booking a **2-day rental** for set-up/rehearsals, **the set-up day is limited to 7 hours and no later than 9:30 PM.** The Clubhouse representative will coordinate with you and your “helpers” regarding the times during the day that you will have access to the Clubhouse. This is for Ceremony rehearsal, rehearsal dinner, or “finishing touches”.
11. 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***