



Event Barn and Mahr Home Rules and Regulations

Park premises and facilities are monitored 24/7, with cameras in use.

- The person who signs the rental agreement (lessee) shall be held responsible for any violations of the agreement or damages occurred.
- The **lessee must be at least 21 years of age** to be eligible to enter into a rental agreement with the City of Madisonville.
- The lessee must be present the entire duration of the event.
- Children under 12 years of age must have a responsible adult with them at all times.
- There shall be no fighting, wrestling, or similar acts of violence on premises.
- Placement of tables, tents, live music, catering equipment, etc. must be kept within the parameters of the rented facility. Vendors must abide by all rules and regulations.
- Music should be kept at a decibel that permits guests to talk and hear each other, no loud or blaring music allowed.
- Animals are not allowed in indoor rental facilities.
- All equipment, utensils, appliances, artwork, or fixtures provided for guest-use must remain at the venue at all times. **Removal of property is not permitted.**
- Mahr Park, including the Event Barn and Mahr home, is a **flameless facility**. Candles, fireworks, sparklers, and bonfires are prohibited.
- Smoking or the use of vapes is prohibited in indoor rental facilities.
- The lessee is responsible for general clean-up, trash removal, and fridge clean-up. The facility should be left as upon arrival.

Strict rental times are enforced: The event shall be over and vacated, with the general clean-up complete, and the Event Barn locked at the **designated ending time on rental agreement**. If the facility is not vacated by the designated ending time, the deposit will NOT be returned. *Please plan clean-up and proper event ending times on invitations accordingly.

- If extensive clean-up is required by park staff, the refundable damage deposit will not be returned. If the cost of clean-up exceeds the amount of the deposit, the lessee will additionally be responsible for that amount.

- **The lessee is prohibited from attaching anything to the walls, ceilings, tables, chairs, or floors.**

- The lessee is prohibited from removing anything from the walls.

- Confetti, glitter, rice, birdseed, etc. are prohibited.

- No chalk, paint, or vehicles are permitted on the concrete patios.

- Appropriate staff and the Park Director are allowed to be present at any event.

- Mahr Park staff may photograph your event for promotional purposes. The lessee and/or anyone associated with the event will not be compensated.

- The City of Madisonville is not responsible for the loss or damage of personal property or injury resulting from violations of rental agreement.

- The City of Madisonville retains the right to deny use of premises to any group or lessee that has previously violated the terms of any lease agreement with the City of Madisonville.

- **COURTESY PROTOCOL:** The City of Madisonville reserves the right to request any person or group of people acting unruly and contrary to the rental regulations to leave the premises.

Assistance from law enforcement agencies may be required if this request is not met immediately.

Alcohol:

- If **selling** alcohol at a **civic** event, you must have a 1-day temporary license from the A.B.C. Administration and have a designated person (over 21 years of age) overseeing and in the bar area at all times.

- **Weddings:** A wedding is not considered a civic event in the state of Kentucky; therefore, an individual/business cannot sell alcohol at Mahr Park Arboretum's facilities. However, serving is permitted.

- If **servicing** alcohol there must be a designated person (over 21 years of age) overseeing and in bar at all times.

- No one under the age of 21 years of age can be served, nor anyone who is overly-intoxicated.

- Alcohol is **ONLY ALLOWED** at the Mahr Home, Event Barn A, and Event Barn B.

- Law enforcement officers and the A.B.C Administrator have the right to enter rental premises at any time to ensure compliance with all applicable laws.

Rental payment procedures:

- To secure the event date, the deposit must be paid in full.
 *Some events do not require deposits; therefore, the rental fee must be paid in full up front to secure the date.
- The full rental fee will be due at least 30 days before Event.
- Add-on days must be paid in full to secure that date (if available).
- The refundable deposit will be returned **within 21 days** after your event in the form of a check.

Cancelations:

Deposit and rental fee refunds are available up to one month before event date.

By signing below, the lessee understands and will abide by the rental rules and regulations and recognizes that the deposit will NOT be refunded if any of the above rules and regulations are not followed:

Signature of Lessee

Date

Authorized By:

Signature

Date