

RULES & REGULATIONS

Cancellation Policy: A 25% deposit is due within five days of the contract date. Written cancellations made at least 14 days before the rental date incur no additional obligation. Cancellations made more than 48 hours but fewer than 14 days before the rental date incur a 50% fee; cancellations within 48 hours incur a 100% fee. Changes to item counts, times, dates, or rooms made at least seven days before the rental date incur a \$25 administrative fee. Later reductions incur a 50% fee. Contact the Le Peep Manager regarding catering cancellations or changes. Deposits are nonrefundable.

Food and Beverage: Le Peep Café provides catering, which requires prior approval and at least 30 days' notice. Outside food and beverages require written approval and must comply with guest-count limits, except that summer-camp participants may bring packed lunches. Renters who do not use Pavilion catering must pay a nonrefundable \$50 deposit. Food trucks and outdoor grilling or cooking are prohibited.

Use of Space/Actions of Invitees: Use the Pavilion only for the approved purpose and follow all Pavilion rules, regulations, and applicable insurance requirements. The Pavilion may terminate the agreement without penalty for unauthorized use. Activities or services that compete with those offered by the Pavilion or the TriHealth health system (e.g., medical or wellness services) are prohibited. The renter is responsible for damage caused by the renter or invitees, excluding reasonable wear and tear.

Clean-up of Space: Leave the space as found and maintain orderly conduct. The Pavilion may charge for damage or excessive cleaning: Chair, \$280; Vinyl Tablecloth, \$200; Black Tablecloth, \$75; Carpet Cleaning, \$115; Quartz Countertops, \$250 (**See Do's & Don'ts for Countertop Care Page**).

Minors and Adult Supervision: Renters, or authorized representatives of organizations or companies, must be at least 21. A responsible adult aged 21 or older must supervise events involving minors and remain present throughout. Adults, volunteers, employees, and contractors with direct contact with minors must have passed a criminal background check within the previous year and hold any legally required qualifications or licenses. The Pavilion provides only space and facilities and is not responsible for the actions or inactions of renters, invitees, or personnel.

Scheduled Times: Entering before or remaining after the reserved time violates Pavilion rules and may result in termination of the agreement.

Loss, Stolen, or Abandoned Items: The Pavilion is not responsible for personal items that are lost, damaged, stolen, or left on the premises before, during, or after the rental.

Decorations: Wall and ceiling decorations are prohibited. Table decorations are permitted if they leave no marks or residue. Confetti, staples, glitter, candles, and similar materials are prohibited.

Room Assignment: Space is assigned according to the expected attendance. The Pavilion may reassign the room or make reasonable substitutions and will promptly notify the renter.

Non-Solicitation: Solicitation is prohibited on Pavilion property under TriHealth policy.

Smoking: The Pavilion is smoke-free. Smoking is prohibited throughout the premises.

Music Volume: The Pavilion Rental Supervisor will set the volume in accordance with local ordinances. Outdoor sound systems must be turned off by 9:00 p.m.

Pool Usage: Rentals that include pool use will receive lifeguards from the Pavilion's trained staff. The Pavilion determines the required number of lifeguards. All guests must leave the water at the agreed-upon time.

Copies/Faxes: Copies cost \$0.10 per page. Local and incoming faxes cost \$1 per page.