

BERKELEY LAKE HOA PAVILION RENTAL GUIDELINES

We hope you enjoy your upcoming gathering at the pavilion. Review the pavilion rules presented here before your event. Please note, BLHA members are still granted access to the picnic grounds, dock, and pavilion restrooms; however, the covered pavilion is reserved for your use during your rental period.

Your rental time cannot exceed six (6) hours, this includes set-up and clean-up time.

SET-UP

- Picnic tables may be rearranged but **must be returned to original placement.**
- Treat all furnishings and equipment with respect; move furnishings by lifting, **not dragging**, to avoid damage.
- The Storage Room contains BLHA property and is not part of your reservation. You may not enter and use items in the Storage Room or store items in the Storage Room before or during your event.
- You may use the refrigerator during your rental period to hold your food and drinks. Do not place food or drink in the refrigerator before your rental period. Leave no food or drink behind.
- Signs or banners must use low tack tape on walls or chairs. No nails or Command Strips. Nothing can hang from rafters or light fixtures.
- The gas valve access for the stove and grill is in the Supply Closet. **Turn gas off after event.**
- The key to the Supply Closet is on top of the refrigerator in the kitchen.
- Television has a Fire Stick connected to Wi-Fi. Use your own log in and password for apps. Do not pull or tug on cover or TV. Do not remove the Fire Stick. Remote is in Kitchen. Recover TV and return remote to kitchen cabinet.

ACCESS CODES AND GATES

- You will be given a four-digit access code to the parking lot gate before your event. This code will only be valid for your rental period. You may share this code with your guests. Please **do not block open the parking gate**. If you prefer the parking gate to remain open, you will need to request and discuss in advance with the rental coordinator.
- The Pavilion door and pedestrian gate will be programmed to **remain unlocked** during your rental period.
- **Do not prop gates open.**
- **Do not keep the pavilion door hooked open** since the interior is climate controlled.

PARKING

- Guests may not park on the grass or block boat ramp.
- City Hall parking may be used with prior permission from City Hall; this will be your responsibility to acquire.
- If you hire a parking attendant, be sure to confirm they understand all guidelines.
- Do not block parking lot gate open.

PROPERTY USE

- Guests are to remain within the pavilion and picnic grounds during your entire event.
- **Do not drag furnishings**; lift and return to original placement before leaving.
- The Chapel grounds including the front lawn and gazebo adjacent to the parking lot are not part of BLHA property and **cannot be used**.

PROHIBITED ITEMS/ACTIVITIES

- Tents (all sizes)
- Rice, Birdseed, Glitter, Confetti
- Swimming from Docks
- Jump Houses
- Fireworks
- Open Flames are Only Permitted in Grills, Fireplace, and Firepit
- Inflatable Play Structures
- Serving Minors Alcohol

VENDORS

- **You must remain with vendors at the premises. No one can be present at the pavilion without you.**
- You must be present to open the gate for their arrival.
- Make sure your vendors are aware the event is being held in the pavilion *behind* the chapel building. The address of the pavilion is different from the chapel.
BLHA Pavilion, 4075 S. Berkeley Lake Rd, Berkeley Lake, GA 30096