



Smithfield Center Outdoor Sites

Windsor Castle Manor Riverfront, Clontz Park, Memorial Lawn and Haydens Lane- Wedding Ceremony Only

Policies & Procedures

Adopted by Town Council and Windsor Castle Foundation in January 2011, Updated 2/21/13

RENTAL TIME:

1. _____ Rental includes use of the site for 4 consecutive hours. Rental time can begin as early as 8 AM but must start no later 4 PM as cleanup and closing of site must be completed by 8 PM.

DEPOSITS, CANCELLATIONS & RESCHEDULING:

2. _____ A deposit of 50% of the total price is required at the time of booking. Reservations are not confirmed and cannot be held until a deposit is received. All events must be paid in full 5 days before the scheduled event date.
3. _____ A security deposit may be required of any user. This is in addition to the booking deposit. Security deposits are 100% refundable providing all accounts are settled and that no damage to property or equipment have been incurred.
4. _____ All cancellations more than 180 days prior to the event date will result in a fee of 50% of the booking deposit. If the event is cancelled less than 180 days prior, the entire deposit becomes non-refundable and non-transferable.
5. _____ Rescheduling of an event due to pending inclement weather is allowed up to five business days before your scheduled event date. Cancellation of a rescheduled event forfeits all payments made.

RENTAL COMPANIES, CATERING and OTHER VENDORS

6. _____ The Smithfield Center **does not provide lighting, tents or furniture** for this site. Please make plans in case of inclement weather.
7. _____ Delivery and pickup schedules for rental equipment must be submitted at your event checklist appointment and approved by park staff.
8. _____ The Smithfield Center staff does not assemble, disassemble or move items from rental companies.
9. _____ Music is allowed only during the time of the ceremony and must be kept at an acceptable decibel level so as to not interfere or disturb the residents that live close to the park.
10. _____ Vendors must adhere to the terms of our guidelines and it is the client's responsibility to share these guidelines with them.

DECORATIONS

11. _____ All decorations must be removed during cleanup.



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12. _____ The Smithfield Center will provide a clean site that must be returned to the same condition at the end of the event. Those using the grounds are liable for any damage to the site.

13. _____ Artificial flower petals and bird seed are not allowed.

ALCOHOL POLICIES:

14. _____ Alcohol is not allowed for wedding only rentals.

GENERAL POLICIES:

15. _____ These outdoor areas are open to the public from dawn to dusk and public access will be maintained during those times. The Smithfield Center staff will place signage to make park guests aware of your private event.

16. _____ A trash receptacle with liners is provided.

17. _____ Electricity is provided at site.

18. _____ Your rental includes a parking area that can provide parking for up to 100 vehicles, with the exception of the Haydens Lane Site. Haydens Lane has street side parking only.

19. _____ The park staff does have the authority to end an event if there is a danger to participants or staff that arises during the event.

20. _____ I agree to allow the Smithfield Center to use photographs and video from my event for use in promotional materials.

21. _____ In consideration for being permitted to use the site, the client, on behalf of itself and invitees, hereby releases the Town of Smithfield from and against all liability, claims and demands on account of injury, loss or damage including property loss or damage, bodily injury, or sickness, that the client or invitees may incur as a result of such use.