Bass Lake Park Building Facility Guideline Information

General Policies

- All groups must be supervised by an adult over the age of 18
- Cannabis and tobacco products are not allowed in park property/facilities
- **NO DJs, bands, or amplified music/sound** – background music at a reasonable level is allowed
- No confetti of any kind (including poppers and cannons)
- No staking of any kind
- Please clean up after following the event
    - Wipe down any tables/chairs used and return to original location
    - Sweep floors and clean up any spills
    - Bag all garbage/recycling and place bins or cans provided
    - Remove all decorations, tape, string, signs, or any other materials brought in for event

Policy Compliance & Damage Deposit Fee

- Any violation of building/park policy will result in forfeiture of the Policy Compliance & Damage Deposit Fee
- Deposits will be refunded 5 business days following the event to the same method of payment used to make reservation

Decorations

- No clear or duct tape (blue tape may be used)
- No nails, tacks, pins, or screws
- No confetti of any kind (including poppers and cannons)

Building Access

- Doors will unlock/lock automatically at the times selected during the reservation process
- The building will not be open outside of reservation time block (before 9am or after 9pm)
- Please contact Plymouth Parks & Forestry to adjust selected unlock/lock times at least one week before rental date

Cancellation Policy

- Cancellation/refund requests must be made at least two full weeks prior to the event date
- A $25 service fee will be retained in the event of cancellation
- Reservations are not refunded due to rain
- Reservations impacted by severe weather issues may be refunded or rescheduled – contact Parks & Forestry the next business day

Inflatables/Bounce Houses

- Must notify Plymouth Parks & Forestry at least two full weeks prior to event
- Placement of inflatable must be approved by staff
- No staking – must use weights to secure inflatable
- Insurance Requirement
    - $2 million General Aggregate AND $1 million Occurrence, City of Plymouth listed as Additionally Insured
    - Rental company must be insured

Food Trucks

- Indicate food truck addition during reservation process
- Private event: no additional license information needed (staff recommend hiring a licensed truck)
- Public event: truck must show proof of licensed and pay a $30 food truck permit fee to the City of Plymouth
- No driving or parking on trails and grass – may not block access to any park space

Amenities

- Serving space with refrigerator, sink, prep counter, and outlets
- 8 tables and 50 folding chairs located in storage room
- Renters must return all tables and chairs to the storage location when done

Alcohol

- Indicate during your reservation if alcohol will be served by answering the series of related questions during the reservation process
- Permit will be sent via email
- Must follow City Ordinance **2005.13. - Alcohol in Parks**