

Rigmor House Rules and Regulations

1. The use of fog by any DJ or anyone is prohibited. It sets off the fire alarms.
2. If anyone pulls the fire alarm and there is not a fire, you, the Renter, will be responsible for paying the fee that is charged to The Rigmor House by the Fire Department.
3. You, the Renter, are responsible for any damages that are incurred during your rental period to the building inside & outside, furniture, equipment or landscaping.
4. The event must be over and cleared out by 11pm on your last rental day.
5. There is a noise ordinance that requires music to be toned down at 10pm.
6. Maximum occupancy on the inside is 225 people.
7. Stay out of the woods during hunting season which is **October – December**.
8. You may use any caterer you wish.
9. A fire permit must be obtained in order to use the fire pit. It can be obtained ½ mile down the road from The Rigmor House (going east) at the Exxon station. There is no charge for this permit. **No fires in the fire pit during a drought.**
10. The meeting space is approx. 1700 sq. ft.
11. You may not put tables or chairs in front of the exits.
12. You may not cover any of the exit signs with decorations.
13. Items left behind after your event will be placed in a lost & found box in our laundry room. Anything not claimed within 2 weeks after the close of your event will be discarded.
14. Any Rigmor House owned furniture is not allowed to be taken outside of the building.
15. There will be a \$30 fee added for any returned checks. If funds are not reconciled within 3 business days, contract will be voided.
16. A security deposit of \$700 will be held and not deposited. After your event is complete, The Rigmor House will be inspected, and if everything is the same as it was prior to your event, your security deposited will be returned. If repairs need to be made, you will be informed and the amount will be deducted from the security deposit.

By signing this, I have read the above and agree to the terms listed.

Renter of The Rigmor House

Date