

# Frequently Asked Questions



## General and Clubhouse

1. How do I get into the Clubhouse? Do I need to pick up a key?
  - A. When you make a reservation, you will be asked for a start time and end time. Someone will meet you promptly at the start time to unlock the building and disable the alarm. Please don't be late.
2. For what length of time can I rent the facility?
  - A. The standard contract time is up to six hours. There is an additional charge of \$50.00/hour beyond six hours. Regardless, your event must be over no later than 11:00 PM. The building must be cleaned up and vacated by the time indicated in your contract.
3. What is the seating capacity of the Clubhouse?
  - A. There are sufficient tables and chairs available to seat 120 persons. There are twelve 8' tables and five 6' tables. They are rectangular. If set up banquet style, you can seat 8 ½ people per table. If set separately, you can seat 10 people per 8' table.
4. Can we bring in extra tables and chairs?
  - A. Yes, but the maximum capacity is 120 people.
5. How much parking is available? Is handicapped parking available?
  - A. There is designated parking for about 80 vehicles including HC spaces. HC spaces are marked and located at the front of the Clubhouse. Ramps into the Clubhouse are provided.
6. Who sets up and takes down the tables?
  - A. You are responsible for setting up and taking down the tables and chairs. Chair racks and table carts are provided.
7. Who/what is the site host?
  - A. The present site host is Parks and Recreation Supervisor Drew Kline or his designee. He can be reached at 570-527-2505. Call any time during your rental period to report problems or ask questions. Remember to call him 15 minutes before you are ready to leave to verify the condition of the Park and buildings in order to protect your security deposit.
8. Can we decorate the Clubhouse?
  - A. Yes, but limit it to items that attached with "stick tack" to surfaces. NO Confetti, glitter or similar. Be sure to completely remove all decorations and tape. Please do not attempt to decorate the chandeliers. If you use balloons inside the building, some will eventually wind up against the ceiling. Please use standard balloons only. The silvered types stay up for weeks.
9. Can we use candles for decoration?
  - A. Yes if they remain unlit. Battery operated flameless candles are a good alternative.
10. Can we use the gas fireplace?
  - A. Yes, for an additional \$25.00 fee. The site host will give you directions on its use.
11. Does the Clubhouse have heat and air conditioning?
  - A. Yes. Please inform the site host of your temperature request in advance. You are not authorized to make changes to the settings unless instructed by the site host. Do not operate the windows.
12. Can we place balloons or direction signs on the sign posts?
  - A. It would be better if you gave your guests detailed instructions to the Park. If you insist on placing markers, be sure to remove them when you leave and do not deface the signs with nails or staples.
13. Do you cater?
  - A. No. You need to supply the food or find your own caterer. Many of the local catering companies are familiar with the Park.

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14. What types of kitchen facilities are available in the Clubhouse?
  - A. There is a standard 4 burner electric range and a large commercial cooler available for your use. There is no freezer at this time. The kitchen has counter space and a 3 bowl sink. The kitchen is a separate room with a pass-through counter to the main hall. There is a separate kitchen entrance.
15. Can we use crock-pots for our own food?
  - A. Yes, if you plan on using more than 2 crock-pots or portable roasting pans, you will need to supply heavy-duty extension cords. Check with the site host for instructions regarding the use of heavy draw appliances and the location of the special outlets.
16. Do you supply china, plastic ware, tablecloths, paper plates, and utensils?
  - A. No. Please provide your own food serving, preparation, and handling equipment. Please bring cloths, towels and detergent for cleanup as well. If you are serving food, table covers are required.
17. Do you supply toilet paper?
  - A. Yes. The restroom in the Clubhouse is stocked with toilet paper, hand towels and hand soap.
18. How much do we need to clean up after our event?
  - A. Remove decorations if present. Clean tables and chairs, dry mop the floor and clean up any spills or accidents (equipment is available). Remove all garbage from the containers supplied and either take it home with you or place it in the dumpster located in the parking lot near the green service shed.
19. What is the security deposit for?
  - A. An appropriate amount determined by the site host will be charged against your security deposit if among other things, any damage is done to the Park or its facilities by you or your guests, if the property is left dirty, if the booked hours are exceeded or any other rules are violated. You will be billed extra if damages exceed your deposit. Less than 1% of security deposits are retained. Security deposits are usually returned less than two weeks after your event.
20. Are there any places off limits to guests?
  - A. Unless specifically rented, the basement Environmental Education Workshop is not to be used by your guests. Please stay on the trails to avoid trespassing on private property.
21. Is TV and the internet available?
  - A. Cable connections for your own TV are available. Wireless internet is available. A pull down screen is available for presentations. See the site host for details.
22. Do you have a sound or P.A.system?
  - A. No. You can supply your own system, use a DJ or have live music. Sound levels must be set to "reasonable". Music should not be able to be heard outside the Park boundaries.
23. If I am the renter, do I have exclusive use of the Park?
  - A. No. You will have exclusive use of the building for the contracted time.. The Park will remain open to the public. Be prepared to accept the presence of hikers, fishermen, and picnickers.
24. What happens if I have to cancel my reservation?
  - A. The security deposit will be retained if the reservation is cancelled within eight (8) weeks of the reserved date. Cancellations for facility emergencies or inclement weather are the exceptions.
25. Are there rules regarding alcohol?
  - A. Check with the site host. Note that keg beverages are forbidden.
26. When I rent the Clubhouse, will the Pavilion be rented out as well?
  - A. The Pavilion may be rented at the same time as the Clubhouse dependent on the combined size of the 2 events.

# Frequently Asked Questions



## Weddings

1. Can I get married at the Park as well as have a reception?
  - A. Yes. Many couples have found the backdrop of the Lake to be perfect for a wedding. If you want the guests to be seated, you will need to provide the chairs as the Clubhouse chairs and tables are not allowed to leave the building.
2. Can I just get married in the Park without renting a building?
  - A. Yes, but you must obtain permission from the Parks and Recreation Supervisor. Conflicts with other events must be avoided. Several areas are used for weddings including the meadow near the Waterfall, the Ducks Unlimited Gazebo in the Fish and Boat parking area and the Leadership Pavilion in the Falls parking area. A donation to one of the Park's non-profit support organizations is expected. The Leadership pavilion costs \$15.00 to reserve
  - B. Can I use the Amphitheater and benches on the lakefront near the Clubhouse for my wedding ceremony and hold the reception elsewhere?
    - i. Yes. If you want to use the amphitheater on the lakefront near the Clubhouse for just a ceremony, the fee will be the present wedding rate because no other event will be scheduled during your ceremony. You will have use of the Clubhouse for changing, staging and restrooms. You will also have exclusive use of the Large Pavilion in the event of rain.
3. Can I decorate the day before and/or hold a rehearsal?
  - A. If you wish to decorate or rehearse the day before, it is recommended that you reserve that day. A special 2 day bundle price is available.
4. Can I get in early on the day of my wedding?
  - A. Flower and cake deliveries, the caterer and all the other details can be exasperating for the wedding party. The site host will work with you to alleviate problems and concerns. You must discuss it with the site host in advance to make arrangements.
5. Is throwing birdseed or blowing bubbles allowed after the ceremony?
  - A. Bubbles are ok, no bird seed, confetti, flower petals, or any other similar product.
6. Is the ground even enough to set up chairs and tables for a cocktail hour? Can I bring a tent?
  - A. Due to problems in the past, tents are not allowed. Remember, if you are renting for a wedding you also have exclusive use of the large pavilion which seats 100 people. The picnic tables on the pavilion can be removed.(but must be replaced).
7. What is a "Security observer"?
  - A. A security observer is a trained security person. He assists with parking, and is prepared to protect Park property. He will keep the general public separated from your guests, make sure your guest behave appropriately and properly and deal with all emergencies. You have enough to think about on your wedding day. Let the professional deal with these situations.
8. What if I have to cancel my wedding?
  - A. There is a \$100 cancellation fee any time a wedding is cancelled. If you cancel within eight (8) weeks of your scheduled event the entire rental fee will be retained.
9. Can we visit the site before the wedding to get measurements and decide on the seating arrangements?
  - A. Contact the site host. He will make every reasonable effort to accommodate you.

# Frequently Asked Questions



## Class reunions

1. What is the difference between a small class reunion and a large class reunion?
  - A. A small class reunion is one where the number of invited participants is 100 or less.
2. Do I need a security observer for a small class reunion?
  - A. Typically- No.

# Frequently Asked Questions



## Large Pavilion

1. When I rent the pavilion only, will the Clubhouse be rented out as well?
  - B. The Clubhouse may be rented at the same time as the pavilion dependent on the combined size of the 2 events.
2. What kitchen facilities does the pavilion have?
  - A. The pavilion has a sink with hot and cold water, a four burner kitchen range and a small refrigerator.
3. How many people will the pavilion hold?
  - A. The picnic tables in it will hold about 100 people.

## Miscellaneous

1. Are there any free picnic areas at Sweet Arrow lake County Park?
  - A. The pavilion at the Falls Parking lot below the dam breast is available free on a first come, first serve basis. It can be reserved by contacting the Parks and Recreation Supervisor. There are several picnic tables scattered in the woods in the far corner of the upper parking lot at the Clubhouse and at the Falls. There are picnic tables at the Fish and Boat Launch area.
2. Why aren't there more garbage containers in the Park?
  - A. The Park follows the "you pack it in, you pack it out", philosophy.
3. What are the Park hours?
  - A. The Park is open one hour before sunrise until one hour after sunset unless you have rented the Clubhouse or Pavilion. See the rules and regulations for exceptions for fishing and boating.
4. Can we go swimming in the Lake?
  - A. Sorry, No. The Lake is not approved for swimming.
5. Does the Park rent canoes, and kayaks?
  - A. Yes, under certain conditions. Contact the site host for details.