



## Vermilion On-The-Lake Historic Community Center

We are very proud of our old log building, built in 1919. It has great character and we ask that you respect our efforts at restoring it to pristine condition. We are all volunteers working to preserve “the Clubhouse”, and all proceeds from our rentals go towards restoration, so your consideration in using it for your celebration will be greatly appreciated.

### FOLLOWING ARE OUR GENTLE RULES:

1. **No Open Flames.** No lit candles of any kind and no fire in the fireplace (by order of the Fire Marshall). **NO SMOKING** in this historic log building. **This includes Vape and E-Cigarettes.**
2. **We only provide the venue, with access to specified tables, and chairs.** All other items including catering, decorations, table and chair setup, security, and the bar, are your responsibility.
3. **No Nails, Staples, Tacks or Adhesives; Nothing** can be **Attached** to the Clubhouse. Decorations must be Free Standing and accomplished from floor level.
4. Access to the West Yard for any reason is by **“Gazebo” contract addendum only.** If your party gains access by any other means, your Security Deposit will be forfeited.
5. **Your party rental is limited to a 7 hour block.** You have **access as early as 8:00 AM the day of your rental** for room setup, decorating and catering **setup** only. Additional time is available on the Rental Agreement.
6. **We Tear Down and Clean-Up the same night as your event .** Therefore, anything you brought with you, needs to leave with you that evening, which includes caterers and DJ’s equipment. A \$100 fee will be deducted from your deposit if these guidelines are not followed.
7. Please be especially kind to our vintage plumbing. **Please scrape food/grease etc into the Trash.**
8. Our caretaker will be on the property during the hours of your event to monitor trash and restrooms. **Caterer / Bartenders should empty their trash in the dumpsters** and leave the kitchen and bar area, neat, organized and free from spills. **Recyclable cans and bottles should be separated from trash** and placed in the **recycling dumpster** provided. Please have the caterers / bartenders break down the boxes.
9. When booking a **2-day rental for set-up/rehearsals**, the **set-up day is limited to 7 hours and no later than 9:30 PM.** The Clubhouse representative will coordinate with you and your “helpers” regarding the times during the day that you’ll have access to the Clubhouse. Ceremony rehearsal, rehearsal dinner, or “finishing touches”.
10. The facility is under **24 Hour video surveillance.**

We thank you for supporting our efforts. Please accept our congratulations in advance. We hope you and your guests enjoy the use of this Historic facility.

**VOLHCC Board of Trustees**