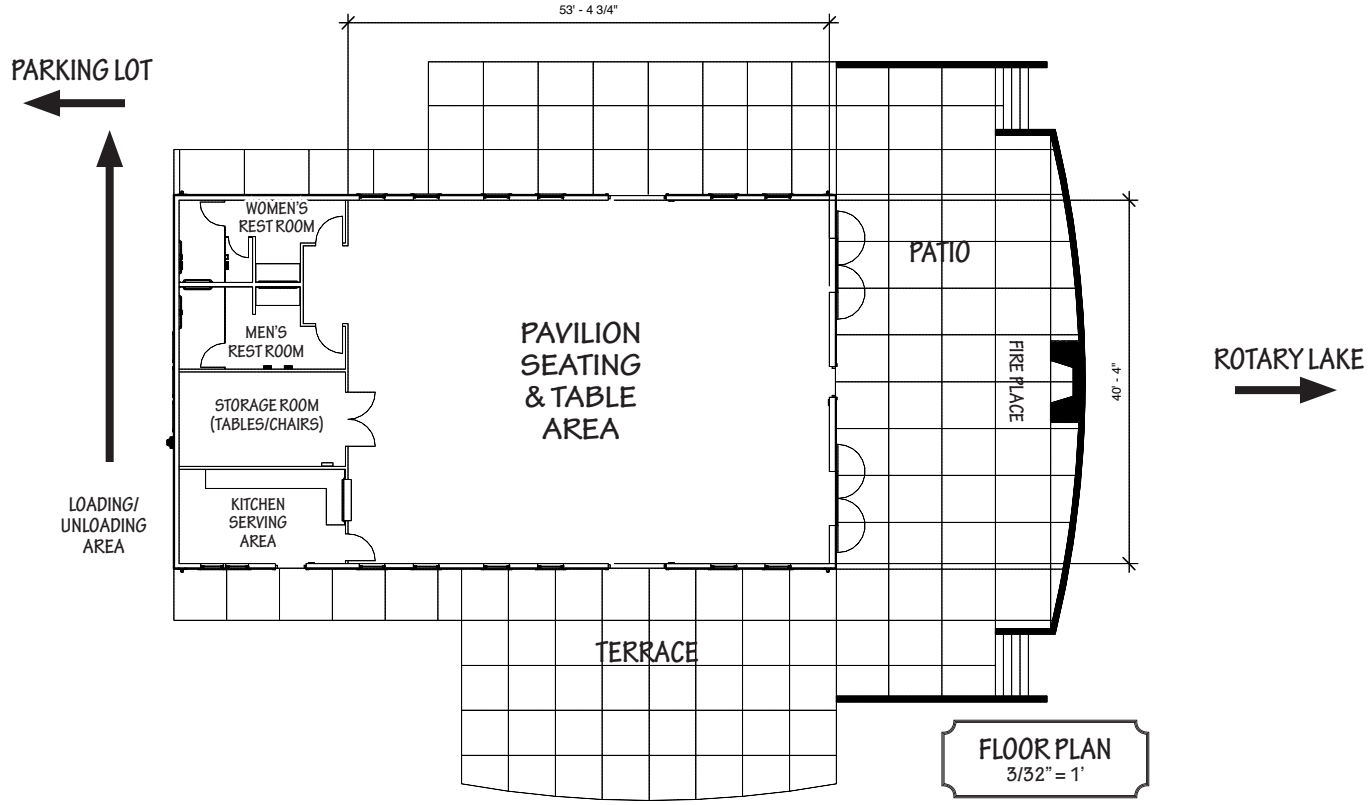
EAGLE PAVILION AT ROTARY LAKE
TIPS FOR A SUCCESSFUL EVENT

Richard L. "Ike" Stage, Mayor

- The Eagle Pavilion is handicap accessible.
- Note the location of all emergency exits and fire extinguishers. Do not block access.
- The Eagle Pavilion is a smoke-free facility and has a no-alcohol policy.
- All vehicles must park in appropriate parking lots. The designated unloading zone may be used only while loading or unloading; no vehicles may remain parked in this area.
- Candles must be in glass containers. Do not leave lit candles unattended.
- Consider the occupancy regulations when planning table and chair arrangements.
- Cleaning materials are available and located in the janitor's closet. Please ask for assistance from the pavilion host.
- Clean spills off floor, tables, kitchen counters immediately.
- Unless otherwise specified. All rules and laws pertaining to Fryer Park extend to the Eagle Pavilion.
- The Renter is responsible for the actions of caterers, cooks, decorators, disc jockeys, musicians and all other attendees. Please remind them to:
  - » use designated preparation area and to follow all policies;
  - » schedule sufficient time to set up, execute the event and clean up within the reservation period;
  - » properly clean up the floors, kitchen and food areas and to dispose of the trash in appropriate trash and recycling bins; refuse should be fully contained and not overflowing any container;
  - » not use nails, pins, thumbtacks, staples or tape on any surface;
  - » comply with the music ordinance and that amplified music outside the pavilion is prohibited.

Supplies and materials needed for events are not included with your reservation. Suggested items to bring:

• Eating/serving utensils • can opener • lighters • serving containers (bowls, pans, pitchers, etc.) • ice • coffee/tea service (cups, creamer, sugar, scoop) • plastic containers • plastic wrap/foil • extension cords