



REC DECK Rental Information

December

*Featuring our annual Rec Deck-oration Holiday Extravaganza
of Lights, Music and Seasonal Decor*

Tours of the Rec Deck are offered **BY APPOINTMENT ONLY**.
Appointments may be scheduled by contacting events@boulevard.com

EACH RENTAL INCLUDES

- Boulevard beer
- Flings and Quirks
- Soft drinks
- Bartending Staff
- Mixed seating
- Convenient parking
- Unlimited games
- Compostable flatware

CAPACITY

- Mingling for 160, seating for 160 (*includes drink rails and bar seating*)

BAR

- Unlimited Boulevard beers (*served on tap and from cans and bottles*)
- Unlimited Fling Craft Cocktails (*three or more varieties*)
- Unlimited Quirk Hard Seltzers (*three or more varieties*)
- Polly's Pop soda
- Liquor is not permitted; cash bars are not permitted

Boulevard will provide trained, licensed bartenders, with the number determined by Boulevard based on the nature and size of your event. Bar will close at least 15 minutes prior to the scheduled conclusion of your event.

FOOD / CATERING

Preordered Food options are available from a select Rec Deck Catering menu in advance at additional cost. Outside catering is allowed only when chosen from the Tours & Rec Preferred Catering list. A \$200 outside catering fee would be added to your rental. There is no kitchen access for Preferred outside caterers. All food selections arranged with Preferred outside caterers need to be prepared/ready to eat options. Caterer must provide food service staffing with events of 100 guests or more.

TABLES AND CHAIRS

- 20 tables plus drink rails (*a variety of shapes and sizes*)
- 160 chairs and stools

The Rec Deck seating and décor should be considered “fixed in place” and cannot be changed or rearranged. This venue should accommodate what you have planned as it currently functions. We have other venue options that are flexible and that can be customized if that is preferred or necessary.

HOURS AND RATES * (3 hour event)

December

<u>Days</u>	<u>Number of Guests</u>	<u>Hours</u>	<u>Fee</u>
Monday – Thursday	up to 160	12:00 pm – 4:00 pm*	\$2,500
Monday – Thursday	up to 160	5:00 pm – 9:00 pm*	\$3,000

* *Maximum **three hour** event within these hours*

SET-UP / BREAKDOWN

An event of up to **three hours** duration may be scheduled within the available hours shown above. Access for set-up may occur up to one hour prior to the start of the event. In all cases, breakdown and clean-up must be completed within one hour of the end of the event.

Decorations. Host may not bring any equipment, decorations or items (including artwork, props or visual aids, and centerpieces) into the Tours & Rec Center unless Host has obtained prior written approval. All of the Tours & Rec Center fixtures, furnishing and decorations must remain in their current locations and may not be removed, moved or altered in any way. No items may be affixed to the Tours & Rec Center walls, ceiling, windows, curtains, columns, woodwork, railings, light fixtures, grounds or other fixtures or structures without the prior approval.

Candles and Miscellaneous Items. No rice, confetti, birdseed, glitter, flower petals (real or artificial), bubbles, potpourri, fireworks, spray foam, party poppers, shaving cream or similar items may be used anywhere on the Tours & Rec Center property. Due to fire hazards, neither open flames nor open candles may be used at the Tours & Rec Center.

PARKING

Up to 100 parking spaces are available.

ROOM RESERVATION / PAYMENTS

Dates are reserved only upon execution of a Facility Use Agreement and payment of the facility fee. All remaining balances (additional event time, food packages, etc.) must be paid two week prior to your event. All payments must be paid via credit card, American Express, Visa and MasterCard are accepted.

DAMAGE DEPOSIT

Boulevard requires that you authorize charges to a valid credit card in the event of damage.

POLICIES, ETC.

- No refunds for cancelled events (a change of date is considered a cancellation)
- Smoking is prohibited inside the building, and permitted only in designated outdoor areas
- Boulevard is a Zero Landfill facility; there is no trash receptacle at the facility