



## 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](mailto:events@boulevard.com)

#### EACH RENTAL INCLUDES

- Boulevard beer and house wine
- Boulevard Quirk hard seltzer
- 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 beer and Quirk hard seltzer
- Unlimited house Cabernet & Chardonnay
- Beer and wine glasses provided
- Unlimited Soft Drinks
- 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. **Outside 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

**A 3% service charge is included with every private rental**

***The Rec Deck seating and décor should be considered “fixed in place” and cannot be 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*	\$3,350
Monday – Thursday	up to 160	5:00 pm – 9:00 pm*	\$3,850

\* *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 bring decorations and/or items (including artwork, props or visual aids, and centerpieces) into the Tours & Rec Center if Host has obtained approval from Boulevard. 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. Candles need to be in secure candle holders.

## **PARKING**

Campus private parking available.

## **ROOM RESERVATION / PAYMENTS**

Dates are reserved **only** upon execution of a Facility Use Agreement and the initial \$2500 payment of the facility fee. All remaining balances (food packages, etc.) will be paid closer to or in many cases after 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

**ALL AGES ARE WELCOME AT BOULEVARD PRIVATE EVENTS**