

Hammond Port Authority - Clipper Room

Rules and Regulations

1. The hour of rental may vary during daylight hours but evening hours must not extend beyond 11:00 p.m. unless authorized by the Port Authority Director.
2. Patrons must choose a **licensed caterer** and furnish the HPA a copy of caterer's safe serv certification prior to the event.
3. Lessee, Caterers and/or other event vendors are responsible for set up and take down, removal of all garbage to the Marina's designated area and general clean up.
4. **Confetti or glitter (of any kind) is not permitted. You are not allowed to hang any decorations on the wall.**
5. Bands and other entertainers must provide their own sound system.
6. Events serving alcohol must also simultaneously serve food. Exclusive service of alcohol is prohibited.
7. Alcohol may not be brought into the facilities by patrons. A licensed employee of the Hammond Port Authority must serve any alcohol. If alcohol is given as a gift at an event, the gift may not be opened in the Clipper room.
8. During the Boating Season, the Marina Deli has the ability to provide sandwiches and other food services for meetings and small gatherings. Use of the Marina Deli services does not require a caterer. The Marina Deli will not provide alcohol.
9. For events that will use vendors as part of the scheduled event, a \$25.00 fee is required per vendor ten business days prior to the event.
10. HPA cannot store materials, supplies, or equipment. All items must be dropped off and picked up the day of the event.
11. Parking is available in the guest parking lot adjacent to the Harbor entrance.
12. Security will be provided by the HPA however, additional security may be required for some events at a cost of \$50.00 per hour to be paid in advance by Lessee.
13. Maintenance of the facility and washrooms will be provided by the Marina. However, additional attendants may be required for some events at a cost of \$25.00 per hour per attendant to be paid in advance by Lessee.
14. These and other requirements are established from time to time by the Hammond Port Authority and may be changed at its discretion.
15. Compliance with all applicable Federal, State and local ordinances is required.
16. For the purpose of the Fee Schedule, weekdays are Mondays through Thursdays. Weekends are Fridays through Sundays.
17. Fees may be charged on a credit card. A 15% charge will be deducted from a refund deposit charged on a credit card.
18. The Harbor Building is a NO SMOKING facility; however, designated areas on the balcony and at other outside locations are provided for smoking.
19. Children must be supervised at all times. At no time will a child be allowed on the balcony without adult supervision.
20. Only employees of the Hammond Port Authority/Hammond Marina can move furniture out of the room
21. If using a decorator and the decorator needs more time than three hours to set up, the Permit Holder is required to pay \$100.00 for every hour over and above the three hours included at no charge.
22. If any event requires additional furniture or uses multiple third party services (multiple areas for photos, extensive presentation spaces, DJ's, bands, children's areas, etc.) the maximum capacity for the room will be limited to 80 people. Having multiple extras takes up too much space, leaving the guests uncomfortably crowded, and potentially creating safety hazards.

I have read and agree to abide in the above rules and regulations.

Signature of Lessee

Date