



## Mitchell Park Community Center Frequently Asked Questions

### What is the cancellation policy?

You have 10 days from deposit payment date to reach out via email and cancel for a full refund. After those 10 days from deposit payment date have passed, the 50% is no longer refundable. The final 50% is due no later than 30 days prior to the date of your booking. If the City cancels the permit, a full refund will be processed.

The City reserves the right to cancel an applicant's permit, if the City deems the facility not usable or unsafe due to natural causes, repair, renovation, or is deemed an unsuitable facility for the event by the City. Changes to previously approved permits may result in cancellation of the permit.

### Is insurance required for my event?

If you have 150 guests or more, **general liability insurance** is required to be on file for your rental. You must provide us with a certificate of insurance at least 15 days prior to your rental.

### Do you allow caterers?

Although we do not have a preferred vendors list, renters are welcome to work with any caterers they choose. There is a kitchen on site available for rent if your caterer requires one.

### What kind of alcohol can I serve?

Customers are only allowed to serve beer, wine, and champagne. Hard liquor is not allowed on the premises. If you are having alcohol, we require that you bring in **liquor liability insurance**. Please see the back of the rental application for more details.

### Do you provide linens and silverware?

Unfortunately, we do not provide linens and silverware. You will need to work with outside vendors.

### Who is in charge of setup and cleanup?

Customers are in charge of their own setup and cleanup. When booking your event, you must include time for both.

### Do you require security?

Security is not required at for your event, however you may hire your own security if you wish.

## **Is there a lot of parking at the facility?**

In addition to the parking directly outside of the facility, there is also parking throughout Mitchell Park and street parking. Parking is free.

## **Are there any additional fees that I should be aware of?**

Depending on the type of event you're holding, additional fees for things like a facility attendant, fire permits, or insurance may or may not be added onto your rental. In addition, there are also fees for AV equipment. Please see our room and pricing information sheet for a complete list facility fees.