



We are excited that you have chosen the pavilion for your gathering! Please refer to the information below as you arrive for your event and when you are ready to close down and clean up. Attending to each item listed at closing is essential to our operations and will ensure that negligence fees are avoided.

#### Parking lot:

We have parking spaces for 20 cars. If you have more than 20 cars please ensure that overflow parking takes place along the drive leading up to the pavilion or in the main parking lot. Inform guests not to park on the road in front of the cottages.

#### Bathrooms:

There are two bathrooms, one of which is handicap accessible. The bathrooms require a code to unlock. Once the code is put in, it should not be used again until it is time to lock the doors.

#### Tables and Chairs

Furniture can be moved around to suit your event but must be returned to the original configuration. Taking a picture of the space before moving anything can help get items back into the right spot at the end of the night.

#### Refrigerator

This can be used freely during your stay. Plan to clean up any spills inside of the refrigerator. We are trying to avoid leaving spills around that become difficult to clean or happen to leave an offensive odor. All food must be removed from the refrigerator at the end of your event.



#### Do Not Use list:

Please refrain from using glitter, confetti, silly string. These items are impossible to clean thoroughly leaving future guests with unsightly remnants of past events.

Alternatives are bubbles

#### Closing checklist

- Remove all décor. including
- Remove all food.
- Lock bathroom doors.
- Turn off all lights and fans. You can leave on a patio light needed to walk to vehicles.
- Take all trash to the dumpster in the paved parking lot by the Inn.

If you need help, please call or text:

706-452-1399

-