COOL SPRINGS HOUSE
CATERER GUIDELINES

The following rules apply to the rental of the Cool Springs House:

- Do not move furniture without prior permission. A list must be received five (5) days prior to event. (Deposit will be forfeited)
- No decorations (including wreaths, bows, or posters) may be attached to walls, woodwork, doors, windows or ceiling inside or outside of house.
- Candles are prohibited.
- No rugs are to be moved.
- All personal and rented property must be out when use of house is completed (exceptions made only if prearranged and these items must be out of house and placed on side brick patio or the barn).
- When bringing in and removing equipment from house, use the kitchen door only.
- There is **NO** garbage disposal; please do not put any food down the drain.
- No beer cans or bottles. **ALL BEVERAGES** must be served in a glass or cup. No red or grape beverages are permitted.
- Please leave house as you found it. If you use the folding tables and chairs that are available at the house, make sure they are returned to where they were found.
- Conference Room is locked during receptions due to prior damage of furniture and equipment.
- **NO PARKING OR DRIVING** on grass for any reason. (Deposit will be forfeited)
- Don't forget to bring basic supplies (extra trash bags, paper towels, etc.)

CHECK LIST BEFORE LEAVING

_____ **Turn off oven.**

_____ **Turn off all lights.**

_____ **Lock all doors and screen doors (if double front doors have been opened, be sure to bolt stationery door).**

_____ **Remove all food from the house.**

_____ **Put all trash bags in fenced area at the rear of the house.**

_____ **Return folding tables and chairs to where they were found.**

_____ **Turn both upstairs and downstairs thermostats to 80 degrees (in summer) and 60 degrees (in winter).**

_____ **Call to activate the alarm.**

If you have any questions regarding these rules, please call 371-0060.