



Policies, Terms & Conditions

Individuals, groups or organizations using Creekside Place rooms and facilities must comply with these guidelines and all other applicable rules and policies. Failure to comply will result in the forfeiture of future room use privileges.

Weeknight events must end by 9:00 pm; Friday and Saturday night events must end by 11:00 pm. Removal of decorations, DJ equipment, etc. may take place after these hours as needed.

Creekside Place is a busy community space. Be respectful to those attending other events in the building during your event.

Parking

The facility has parking for 66 cars on site. Parking overflows onto neighborhood streets and into the city's Maple Street lot located less than a block away.

Furniture

Our standard furniture is provided at no charge. This includes rectangular banquet tables (8' x 30") and black stacking chairs; eight round banquet tables (5' diameter); white tables (8' x 30") and white plastic folding chairs. The Lounge is furnished with eight round wood tables (48" diameter) and 35 chairs. We also have four loveseats and six chairs for use in the facility. Additionally, a piano is available. Other furnishings are available for rent, including a DJ booth/wedding ceremony backdrop. Please see our price list for details.

Equipment and Technology

Creekside Place has free wireless access. Rooms 1 and 2 are equipped with ceiling-mounted LED projectors and wall-mounted screens. *Be sure to bring your own laptop.* A speaker, microphone and lectern are also available for use at no charge. Additional AV equipment may be reserved as available for a small fee. Items include a TV with DVD player, lapel microphone, wired and wireless hand-held microphones, speaker system with stands and decorative uplights. Please see our price list for details.

Catering and alcoholic beverages

For up to 50 guests: facility users are allowed to bring in prepared food, prepare their own food in our kitchen or use a licensed caterer. Kitchen fees apply. For 50+ guests: a licensed caterer is required. Kitchen use is included in full-facility rentals on the day of the event. All alcoholic beverages must be provided and served by Creekside Place staff. There is a three-hour minimum required for Creekside bartenders. Guests must be 21 years of age to consume alcohol.

Decorations

Blue painter's tape is the only adhesive that may be used on the walls, ceilings and furniture. No tacks, nails or other types of tape are permitted. For hanging lights or other lightweight items from the ceiling, magnetic hooks are available for your use at no charge.

If you are interested in decorating the day before your event, check with the Meeting & Event Planner for availability. You are responsible for installing your own decorations; Creekside Place does not offer this service.



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You may remove your own decorations or hire Creekside Place staff to remove them. Should you opt to remove them yourself, this must be done immediately after your event. If our staff removes them, we will arrange a time for you to pick them up.

Creekside Place has black tablecloths, white tablecloths and white napkins available for rent (based on availability). We can also order table linens in almost any color through a contracted linen service. Linen orders must be placed no later than 10 days prior to the event.

Party supply deliveries: You must inform the Meeting & Event Planner of any expected deliveries. Items may be delivered the day before *if it is pre-arranged with Creekside Place staff*.

Room Rates

Please refer to our Rental Rates flyer for room dimensions, capacities and rate schedule. Rates are subject to change. The following room rate discounts apply:

Creekside Place Members 10% Cornerstone Sponsors15% Nonprofit groups 30%

Reservations and Deposits

All reservations are made through the Meeting & Event Planner or Executive Director. A signed contract and deposit must be completed to reserve all rooms. The full-facility rental fee includes up to 12 hours of use on the day of your event—including setup and decorating time. (Setup/decorating may be permitted the day before your event, depending on availability.) Additional hours may be purchased as needed.

A nonrefundable deposit in the amount of 20% of the room rate is required to reserve a date. The balance of the room fee, along with fees for additional equipment and services, are due no later than seven days prior to your event. Hosted bar fees will be invoiced after your event.

Fees may be mailed or paid by Cash, Check, MasterCard or Visa by phone or in person during administrative hours: 8:00 am to 4:00 pm, Monday through Friday. Please make checks payable to Creekside Place, Inc.

Fire Alarm

If the fire alarm is pulled during your event, a \$500 fee will be added to your bill.

Cancellations

The 20% room rate deposit is nonrefundable. If you cancel fewer than seven days prior to the event date, you will forfeit your full room fee and the cost of items which Creekside Place has ordered on your behalf if they cannot be cancelled.