

LOTT HOME in SANK PARK – GUIDELINES AND PROCEDURES



Rules and Guidelines:

- Public Park** Sank Park is a City owned Public Park and open from 9:00 am to 9:00 pm. The Lott Home is open for tours on Mondays, Fridays, and Sundays between 11:30 am and 3:30. Group tours can be arranged during a private event at the group-tour rate. The group-tour must be scheduled prior to your event by calling the Department of Parks and Trees' Staff Assistant at (530) 538-2415.
- Reservations** Reservations are made on a first-come, first-serve basis. They are effective upon full payment of the Use Fee and Cleaning Deposit. Reservations may be made up to one year prior to the event.
- Rehearsals** Arrangements for rehearsals must be made in advance by contacting the Department of Parks and Trees' Staff Assistant. There is no charge for the rehearsal only. However, a rehearsal dinner is considered a separate event; therefore, it is subject to additional Use Fee charges.
- Cancellations** In the event of cancellation, the renter will forfeit 50% of the Use Fee paid. The entire (100%) amount paid will be refunded for inclement weather only, there are no other exceptions. The Cleaning Deposit will be refunded upon any cancellation.
- Responsible** The person making the reservation shall be responsible for dealing with the Park Technician and the conduct of the guests at the event. The Park Technician will not be at the park until 12:00 pm.
- Amplified Music** Music is limited to a 4-hour period and must terminate by 8:30 pm on Monday through Saturday and by 8:00 pm on Sunday. Renters must obtain an approved sound permit from the Department of Parks and Trees.
- Alcohol Permit** Required for all events serving any form of alcohol.
- Rice Throwing** Rice throwing is not permitted.

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Available to Renter:

- Rental Kitchen** Included in rental: 2 electric cook tops and ovens, 1 commercial refrigerator – freezer, 1 microwave, 2 dishwashers, 2 warming ovens, 3 large coffee pots (2-30 cup and 1-60 cup), and 2 double sinks.
- Patio** Lighting, space heaters, and ceiling fans are installed under a covered patio area. Tables and chairs are available. Please inquire for current availability.

Not Available to Renter:

- Supplies** Renters must bring their own brooms, ladders, scissors, tacks, tape, extension cords, hammers, food servicing utensils, rags, wipe cloths, additional chairs or tables needed.
- Lott Home** Not included within rental agreement is the public area in the southwest corner of the Park or the Lott Home itself.

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