

## Cope Environmental Center Rental Q & A

Q: Does CEC provide linens or tableware?

A: White table linens are provided if you wish to use ours. The linens however are not steamed prior to your event. Tableware is not provided.

Q: How many tables and chairs are included with my rental?

A: The following will be included (quantities may vary slightly):

- Chairs: 150 wood folding chairs
- Tables:
  - Banquet tables (6-8'): 6
  - Round Tables: 20
  - Round bar tables: 8

Q: Can we serve alcohol at our event?

A: Yes. Alcohol can be served if a beer and wine permit has been approved through the state. To serve liquor it must be served by someone with a liquor license. CEC requires a wine and beer permit and or liquor license. For more information go to <https://www.in.gov/atc/alcohol-permit-resources/>

Q: Can we use disposable dinnerware at our event?

A: We are a low waste campus that strives to divert our waste from the landfill and encourage the use of all recyclable or compostable dinnerware. Any generated trash that must be removed from the property is strongly discouraged by CEC Staff.

Q: Can we have candles at our event?

A: Candles are permitted outside if there is not a "burn ban" in place within the county. Inside candles are not permitted, however renters can use battery operated candles.

Q: Will there be a CEC staff member onsite during my rental?

A: Yes, a staff member will be onsite during your rental to answer any questions.

Q: Will CEC staff set up tables and chairs for our event?

A: No, CEC staff do not set up tables or chairs. Renters are responsible for setting up and taking down the tables and chairs used during their event.

Q: Are we allowed to throw rice, or hold a balloon release at our party?

A: No rice, glitter, or confetti may be used as it poses a threat to animals and the environment. No helium balloons may be released. We also do not allow any balloons for decorations.

Q: Can we set up a tent on the patio?

A: Yes, tents are allowed on the patio, but cannot be secured to the ground. The renter must provide their own sand buckets/blocks to secure tents.

Q: Are we allowed to take photos for our special event on CEC grounds?

A: Yes, you are welcome to take photos on our property. There are many beautiful areas in the prairie and woodland for event photos. All guests are required to stay in our public use areas or on the trails.

Q: What does cleaning up after my event include?

A: At the end of the rental, the renter should remove all personal items. If any of CEC's kitchen items were used, they should be washed, dried and put away. The renter is also responsible for all clean-up of the Facility, including adjacent grounds, at the end of the rental. All trash needs to be picked up, bagged, and removed, leaving the Facility clean and free of all trash and litter.

Q: When is my rental payment due?

A: Events dates are not held on our calendar until the full deposit and contract has been received. The rest of the payment is due 30 days prior to the event date.