

This document outlines the essential rules for all events and clients using the Beach House facilities.

### **Building and Event Operations Rules**

- **1. Follow All Laws:** All events, exhibits, and shows must comply with all **federal, state, and local safety codes** for public assembly buildings.
- **2. Smoking Policy: No smoking** is allowed inside the Beach House or on the immediate grounds, except in designated areas, as required by Kenosha Municipal Code.
- **3. Approved Equipment:**
  - All electrical equipment must be **UL approved**.
  - All gas equipment must be **A.G.A. approved**.
- **4. Building Connections:** Only **5Kevents personnel** may connect to the building's sound, video, TV systems, and utilities.
- **5. Property Damage is Prohibited:**
  - Do not injure, damage, or deface any part of the Beach House, the grounds, or its equipment.
  - **Do not drive or permit to be driven** nails, stakes, hooks, tacks, or screws into any part of the Beach House or grounds.
  - **Do not make any alterations** to the facility or equipment.
- **6. Decals and Tape:** Decals, tape, or other stick-on materials are **not allowed** without **prior written permission** from the Beach House. The Client must notify all exhibitors and members of this rule.
- **7. Restricted Areas:** Access to unassigned or restricted areas is **prohibited** without **prior written consent**. The Beach House may use any unleased portion of the facility (including public areas) during your event.
- **8. Animals:**
  - **Service Animals:** ADA service animals are always permitted.
  - **All Other Animals:** No other animals are allowed without **prior written consent**.
  - **Domestic Animals (Dogs, Cats, etc.):** The Client must ensure all licenses and vaccination records comply with Kenosha Municipal Code. The Client must designate an animal relief area, maintain it, and dispose of all fecal matter properly.
  - **Non-Domestic Animals:** The Client must obtain all necessary permits from the City of Kenosha Health Department (Environmental Health Division) and file all permits/plans with the facility **at least 1 week prior to the event**.

- **9. Security:** All security arrangements must be made and coordinated with the **Beach House's management staff**.
- **10. Motors and Fuels:** Do not operate any engine, motor, or machinery, or use oils, burning fluids, camphene, kerosene, naphtha, or gasoline without **prior written consent**. Only gas or electricity may be used for lighting.
- **11. Helium Balloons:** **No helium gas or helium-filled balloons** are permitted inside the Beach House at any time.
- **12. Confetti and Glitter:** **Glitter, rice, or confetti** may **not** be used indoors or outdoors on the ground. Rose petals or safe alternatives **may** be allowed with **prior staff authorization**.
- **13. Painting:** Neither the Client nor exhibitors are permitted to paint materials or equipment (by spray or other means) in any area without **prior written consent**.
- **14. Weapons Policy:** Firearms or weapons of any kind are **prohibited** inside the Beach House, except for those carried by law enforcement or as part of an approved firearms show/exhibit.
- **15. Approved Vendors:** All outside vendors must be on the Beach House's **approved vendor list** before conducting business on the premises.
- **16. Cooking:** **Cooking is not allowed** within the Beach House.
- **17. Emergency Equipment:** **Do not block** any fire-fighting or emergency equipment (fire hoses, extinguishers, pull boxes). Keep aisles and fire doors clear at all times.
- **18. Draping Materials:** All curtains, buntings, and draping must be made of **non-combustible materials** (NFPA code 701 compliant) and have a certificate of flame retardant (California Code Section 13115 compliant) on file with the facility **at least 1 week prior to the event**.
- **19. Open Flames:** **No candles, open flames, or sparklers** (including cold sparklers) are permitted.
- **20. Fireworks and Pyrotechnics:**
  - **Prohibited** without **written permission** from the Beach House **45 days prior** to the event.
  - The Client must file all necessary permits from the Kenosha Fire Department **15 days prior** to the event (Kenosha Municipal Code compliant).
  - Outdoor displays must comply with NFPA 1123, and all pyrotechnics must comply with NFPA 1126.
  - All requests and display information must be submitted to the Kenosha Fire Department at least **30 days prior** to the event.
  - All fireworks/pyrotechnics must be **inspected by a Fire Department Representative** on the day of the event before the Beach House is occupied.

- **21. Lobby and Exits:** Nothing may be placed in the lobby or in front of any emergency exit (egress) without **prior approval** from the Beach House management (International Building Code 1028.4 compliant).
- **22. Cancellation Fee:** If the Client fails to use the facility for any reason, they are **not entitled to a refund**. The full rental fee and any incurred expenses will be due as liquidated damages.
- **23. Mechanical Lifts:** Do not operate any mechanical lift within the Beach House without **prior written permission** and proof of certification.
- **24. Vehicles on Campus: NO VEHICLES** are allowed on campus at any time without **prior authorization. There are NO exceptions.**
- **25. Vehicles on Grounds:** Vehicles are strictly prohibited on the immediate Beach House grounds unless:
  - The vehicle complies with Wisconsin Administrative Code Comm. 10.30.
  - The vehicle is driven on or off the grounds **before or after designated event times** when the building and grounds are not occupied by the public.

**⚠ Violation of these rules may result in towing, fines, or loss of event privileges or forfeiture of your event. Please leave the facility in the same condition as you found it.**

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## **Outside Catering Policy**

This policy governs the use of outside catering services at the Southport Beach House.

### **1. Approval Process**

All outside catering requests must be submitted **in writing** to Beach House management **at least 30 days prior** to the event. The request must include:

- Date and time of the event.
- Expected number of guests.
- Description of the food and beverage service (e.g., buffet, plated).
- Contact information and certificate of liability insurance details for the caterer.

### **2. Insurance Requirements**

Outside caterers must provide Southport Beach House with a **Certificate of Liability Insurance** that names the following parties as **additional insured parties**:

- City of Kenosha
- 5Kevents.org, LLC

### 3. Health Department & Licensing

- **Licensing:** All caterers must be **licensed and insured** to operate in the City of Kenosha, Wisconsin. **Food trucks require a State of Wisconsin License.**
- **Food Safety:** Strict adherence to all health department regulations for food safety and handling is mandatory.
- **Proof of License:** A copy of the caterer's current health department license may be required.
- **Delivery Origin:** All food deliveries must come from a **licensed and inspected kitchen facility.**
- **Caterer Responsibility:** Caterers are solely responsible for compliance with all health and safety regulations.
- **Equipment:** Standard refrigeration and warming units are available upon request. However, caterers are responsible for arranging and bringing any **additional temperature-controlled equipment** needed.

### 4. Cleaning and Waste Removal Responsibilities

The caterer is responsible for leaving the kitchen and serving areas clean.

- **Kitchen Cleaning (Prior to Departure):**
  - Sweep & mop the kitchen floor (mop and cleaning supplies provided).
  - Wipe down all counter space and food preparation areas.
  - Wipe clean all warmers, the oven, and all other equipment used.
- **Waste and Disposables:**
  - All disposable service ware (plates, cups, napkins, etc.) used by the caterer must be **commercially compostable or recyclable.**
  - The caterer is responsible for the **removal and disposal of all waste** generated during the event.

### During the Event:

The caterer must maintain cleanliness in both preparation and guest areas.

Area	During Event Responsibilities	Breakdown/Departure Responsibilities
<b>Food Prep &amp; Serving</b>	* Maintain a clean and sanitary workspace. * Wipe down counters and prep surfaces used. * Keep serving stations clean and organized. * Dispose of food waste properly.	* <b>Thoroughly clean and sanitize</b> all equipment, utensils, and surfaces used. * Pack away any leftover food or supplies according to safety regulations. * Empty and clean trash/recycling bins used for food waste.

Area	During Event Responsibilities	Breakdown/Departure Responsibilities
<b>Guest Areas</b>	* Clear used plates, cups, and utensils from tables. * Wipe down spills and messes on tables or surfaces used by guests.	* Remove and dispose of all leftover food and beverages. * Scrape and bag any leftover food on plates or serving dishes. * Sweep or mop spills on floors in the serving/dining area.