

# VENUE POLICIES

**Please adhere to the house rules for events throughout the entire facility.**

- Entry to the venue will only be permitted at the designated start time.
- Please refrain from congregating in the hallway or outside the restrooms.
- Please refrain from loitering or congregating in front of the building.
- Drinks are not allowed in the hallway. Guests are only allowed to eat and drink within the premises and not in common areas of the building.
- If the space is returned with stains or any damage, a \$500 fee will be charged. This includes damages caused by bodily fluids such as vomit and urine, as well as spills of alcohol and wine on sofas. Failure to comply may result in the event being shut down without a refund.
- Venue does not allow red wine or shots.
- Our staff will be on-site at all times and cannot be asked to leave for any reason unless the Venue gives a written permission.
- Extensions may be granted to qualifying clients at the discretion of the Venue. Payment for the extension must be made 30 minutes prior to the new start time.
- All setup must begin at the designated start time of the rental.
- All breakdown activities must be completed at least 30 minutes prior to the end time, and guests must vacate the premises by the end time. Only staff members are permitted to remain on the premises after the rental period.
- All bar activities must cease 30 minutes before the end time to allow for cleaning and breakdown of the bar.
- Only decorations approved by the venue prior to the event start time are allowed during the setup.
- All equipment and decorations must be removed by the renter and paid vendors no later than the event end time, unless written permission is obtained from the venue.
- Confetti and glitter are not permitted.
- Any damages to furniture or electronics during the rental period will be the responsibility of the client, who will also be charged an additional \$500 damage fee and the entire cost to replace the the damaged property.
- Smoking of any kind, including vapes and e-cigarettes, is strictly prohibited inside the space and outside the building. Smoking of any kind in the Venue will lead to charging the damage deposit.
- Any use of abusive language or disrespectful behavior towards our staff will result in the event being shut down and attendees being asked to leave.
- The Renter accepts full responsibility for obtaining any necessary licenses or permits required for their event during the Lease Period. This includes but is not limited to a liquor day permit for serving alcohol to guests, as well as Liquor Liability Insurance and other relevant permits. The Renter is also accountable for any injuries sustained by individuals or damage caused to property, systems or technology during the event at the venue. It is the Renter's responsibility to ensure that all guests are informed of the Rental Agreement's terms and to supervise their conduct. Should any guest act inappropriately or speak unkindly to the event staff, they will be requested to leave the venue.
- Client assumes responsibility for any damages or injuries that occur during the event.
- The venue is must be returned as found.
- The venue reserves the right to terminate the event at its discretion and ask all attendees to leave. Venue staff are not available to assist with decor or equipment relocation during event setup, and they are not responsible for serving or managing food preparation.
- The venue reserves the right to deny admission to anyone and remove any individual whose behavior is deemed unacceptable.